



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

AGENDA

REGULAR MEETING

Wednesday, September 20, 2017 – 1:00 p.m.

Administration Building

16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

CALL TO ORDER:

LSCSD Board Roll Call:

Directors: Cupp _____ Layne _____ MacIntosh _____ Thompson _____ Thomsson _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS: This is an opportunity for members of the public to address the Board on subjects within its jurisdiction, whether or not on the agenda for this meeting. Each individual comment will be limited to three minutes. The public comment portion of the meeting will be limited to thirty minutes (total time). For items that are on this agenda, speakers may request that their comments be heard instead at the time the item appears on the agenda prior to the Board addressing the agenda item. The Board may ask questions, but may not act during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place the item on a future agenda.

CONSENT CALENDAR: Items on the Consent Calendar are considered routine, not requiring separate discussion. However, if discussion is wanted, the item may be removed from the Consent Calendar and considered separately. Board members may ask questions of clarification without removing an item from the Calendar. Individual items are approved by the vote that approves the Consent Calendar, unless an item is pulled for separate consideration.

1. A. Approval of Minutes: Regular Meeting August 16, 2017, Special Meeting August 24, 2017 and Special Meeting August 28, 2017
- B. Ratification of Disbursements: August 1 through August 31, 2017
- C. Budget Comparison: FY 2017/2018
- D. Approval of transfer to LAIF from SVB operating account
- E. Approval of 5% out-of-class pay for Police Chief
- F. Adopt Resolution 8-17 amending the District Money Purchase Pension Plan

DEPARTMENT REPORTS / UPDATES: NO ACTION ITEMS:

2. Fire Department Monthly Report (FC Pappas)
3. Police Department Monthly Report (PC Wilson)
4. Sewer Department Monthly Report (PWS Moser)
5. Water Department Monthly Report (PWS Moser)

COMMITTEE REPORTS: This is the time for the Committee Chairs to give an update on their committee and make recommendations to the Board for consideration.

- A. Budget / Finance Committee (FY 2017/18)
- B. Fire Department Advisory Committee
- C. General Manager Recruitment Committee
- D. Police Advisory Committee
- E. Policy Committee

DISCUSSION / REPORTS: ACTION ITEMS:

6. Appoint Grant Oversight Committee (Pres. Cupp)
7. Cal/OES Hazardous Mitigation Grant Program Application: update on SHN quote and details of grant; consideration of proceeding with application (AGM Wilson)
8. Consideration of proposal received from the Wastewater System Improvement Project Request for Proposals (RFP) for Engineering and Planning Services (Project No. C-06-8303-110 Planning Grant Agreement No. D16-040428) (AGM Wilson)
9. Consideration of updated/amended Policies (1000 Purpose of Board Policies, 1002 Adoption/Amendment of Policies, 1005 Association Memberships, 1010 Basis of Authority, 1015 Board Secretary, 1020 Board/Staff Communication, 1035 Conflict of Interest, 1040 Correspondence to the Board, 1045 Legal Counsel and Auditor, 1050 Overview of the General Manager's Role and 1055 Public Records Act Document Request) (SAC Nelle)
10. Appoint District Labor Negotiator(s) regarding MOU with General Teamsters Professional, Health Care and Public Employees Local 137 (Pres. Cupp)
11. Appoint Acting General Manager as the Board's Secretary and District's Treasurer (Pres. Cupp)
12. Direction to staff regarding RFP for Legal Services (Pres. Cupp)

STAFF COMMENTS:

BOARD MEMBER COMMENTS:

PUBLIC COMMENTS ON CLOSED SESSION:

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

- A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

ADJOURNMENT: The next LSCSD Regular Board Meeting is scheduled to be held on October 18, 2017, 1:00 p.m. at the Administration Building.

Supplementary documents and other materials distributed to the District board after their agenda packets have been distributed to the members may be viewed at the District office and obtained at the meeting.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Regular Meeting
Wednesday, August 16, 2017, 1:00 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER AND ROLL CALL: 1:00 p.m.

LSCSD Board Roll Call: Cupp ✓ Layne absent MacIntosh ✓ Thompson ✓ Thomsson ✓

Also present: GM Drexel, SAC Nelle, AA Charvez, PO Beck and District Counsel Winston. There were approximately 9 people in the audience.

Secretary Drexel called the meeting to order.

DISCUSSION / ACTION ITEMS:

A. Seat new Appointed Members: GM Drexel introduced new Board Members Rick Thompson (appointed by the LSCSD Board on July 21, 2017) and Norman MacIntosh (appointed by the Siskiyou County Board of Supervisors on August 8, 2017).

B. Election of President and Vice President – remainder of 2017 Calendar Year

Motion by Dir. Thomsson second Dir. Thompson to appoint Dir. Cupp as President for the remainder of 2017 Calendar Year.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson

Noes: None

Absent: Director Layne

Motion by Dir. Cupp second Dir. MacIntosh to appoint Dir. Thompson as Vice President for the remainder of 2017 Calendar Year.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson

Noes: None

Absent: Director Layne

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Cupp adjourned to Closed Session at 1:04 p.m.

CLOSED SESSION: 1:05 p.m.

Also present: GM Drexel (for Item A and part of Item B) and District Counsel Winston

A. CONFERENCE WITH LEGAL COUNSEL – PENDING LITIGATION Existing Litigation (Gov. Code § 54956.9) Moller v. LSCSD et. al.

B. CONFERENCE WITH LABOR NEGOTIATOR(S) (Government Code § 54957.6):

District's designated representative(s): TO BE DETERMINED

UNREPRESENTED EMPLOYEE/INDEPENDENT CONTRACTOR: General Manager

With no objections by the Board, Pres. Cupp adjourned Closed Session at 1:45 p.m.

RETURN TO OPEN SESSION: 1:47 p.m.

Also present: GM Drexel, SAC Nelle, AA Charvez, PWS Moser, FC Pappas, PO Beck and District Counsel Winston. There were approximately 19 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Thomsson led the Pledge of Allegiance.

REPORT ON CLOSED SESSION: Pres. Cupp reported:

Item A: Nothing to report.

Item B: Dirs. Cupp and Thomsson (and District Counsel Winston) were appointed as the District's designated representatives (negotiators).

PUBLIC COMMENTS: One (1) speaker.

CORRESPONDENCE: Items received and filed. The Board discussed.

- Deckard Semi Retirement
- Lockett second irrigation line
- Ordway Donation to Fire Department

CONSENT CALENDAR: (All items accepted/approved by the Board unless otherwise noted.)

1. A. Approval of Minutes: Regular Meeting July 19, 2017 and Special Meeting July 21, 2017
- B. Ratification of Disbursements: July 1 through July 31, 2017
- C. Budget Comparison: FY 2017/2018
- D. LAIF Quarterly Report
- E. District legal costs related to Moller lawsuit: September 2015 to date \$126,930.07

Motion by Dir. Thompson second Dir. Thomsson to approve Consent Calendar.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson
Noes: None
Absent: Director Layne

Motion by Dir. Thompson second Dir. MacIntosh to hear Item 6 after Committee Reports.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson
Noes: None
Absent: Director Layne

(No change to agenda item number sequence for these minutes.)

POLICE AND FIRE DEPARTMENT REPORTS

2. Fire Department Monthly Report: FC Pappas reported.
3. Police Department Monthly Report: PO Beck reported.

COMMITTEE REPORTS: President to re-establish committees: To fill the committee seats held by previous Board Members Mike Graves and Rita MacIntosh, Pres. Cupp appointed Dirs. Thompson and MacIntosh to the Budget/Finance Committee; Dir. Thomsson to the Policy Committee; and Dir. Thompson to the Drinking Water Wells Committee.

- A. Policy Committee:
 1. Report on Status: SAC Nelle reported.
- B. Police Advisory Committee:
 1. Report on Status: Nothing to report.
- C. Fire Department Advisory Committee:
 1. Report on Status: Dir. Thomsson and GM Drexel reported.
- D. Budget Committee:
 1. Report on Status: SAC Nelle reported.
- E. Water Well Advisory Committee:
 1. Report on Status: Nothing to report

DISCUSSION / REPORTS: NO ACTION ITEMS:

4. US Cellular lease agreement for antennas on Water Tank 4 at 5300 Tennis Ct.: GM Drexel reported that US Cellular is still in the design stage.
5. Ballard Pipe leak and repair Staff Report: GM Drexel reported.

DISCUSSION / REPORTS: ACTION ITEMS:

6. New Agreement with LSPOA. Report on Status. Direction to Staff: GM Drexel updated the Board. The Board discussed options to proceed with Board action taken on April 19, 2017.

Motion by Dir. Thompson second Dir. MacIntosh to have District Counsel Winston review the LSCSD/LSPOA Committee's three recommendations/agreements (Administration Building, Staffing and Maintenance Yard) and provide opinion for the Board's consideration by the September Regular Board meeting.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson
Noes: None
Absent: Director Layne

7. Acceptance of Volunteer Fire Assistance Program Grant Funding – 50% CSD match: Review and Adopt Resolution *-17:

Motion by Dir. Thompson second Dir. Thomsson to adopt Resolution 7-17 to accept the 2017 Volunteer Fire Assistance Grant with a 50% match by the CSD (funded amount not to exceed \$7,519.50).

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson
Noes: None
Absent: Director Layne

8. Cal/OES Authorization for Hazardous Mitigation Grant Program Application: GM Drexel reported. Dir. Thomsson made a motion to have staff continue with the FEMA/CalOES grant application and authorize the General Manager to submit the application and supporting documents on behalf of the District.

Motion by Dir. Thompson second Dir. MacIntosh to amend Dir. Thomsson's motion as following: to have staff continue with the FEMA/CalOES grant application and authorize the General Manager to submit the application and supporting documents on behalf of the District, contingent on quote from SHN Engineers and Geologists to prepare the grant application; contract with SHN if their quote is less than \$3,000.

Ayes: Directors Cupp, MacIntosh, Thompson and Thomsson

Noes: None

Absent: Director Layne

9. Consideration of updated/amended Policies (1000 Purpose of Board Policies, 1002 Adoption/Amendment of Policies, 1005 Association Memberships, 1010 Basis of Authority, 1015 Board Secretary and 1020 Board/Staff Communication): GM Drexel and SAC Nelle reported. The Board discussed.

Motion by Dir. Thompson second Dir. MacIntosh to table item until the September Regular Board meeting.

Ayes: Directors Cupp, MacIntosh and Thompson

Noes: Director Thomsson

Absent: Director Layne

STAFF COMMENTS: GM Drexel reported.

BOARD MEMBER COMMENTS: Two (2) Directors.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 4:12 p.m.

The next LSCSD Regular Board Meeting on Wednesday, September 20, 2017, 1:00 p.m. Closed Session, 1:30 p.m. Open Session, at the Administration Building.

Approval Date: _____

Carol Cupp, President

ATTEST:

Debbie Nelle, Deputy Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Thursday, August 24, 2017, 1:30 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281

Unapproved MINUTES

CALL TO ORDER: 1:32 p.m.

LSCSD Board Roll Call: Cupp ✓ Layne ✓ MacIntosh ✓ Thompson ✓ Thomsson ✓

Also present: SAC Nelle, PWS Moser, PC Wilson, AA Charvez and District Counsel Winston.

There were approximately 13 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Thompson led the Pledge of Allegiance.

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: With no objections by the Board, Pres. Cupp adjourned to Closed Session at 1:33 p.m.

CLOSED SESSION: 1:34 p.m.

- A. CONFERENCE WITH LABOR NEGOTIATOR(S) (Government Code § 54957.6): District's designated representative(s): DIRECTORS CUPP AND THOMSSON, UNREPRESENTED EMPLOYEE/INDEPENDENT CONTRACTOR: General Manager

With no objections by the Board, Pres. Cupp adjourned Closed Session at 3:12 p.m.

RETURN TO OPEN SESSION: 3:17 p.m.

Also present: SAC Nelle, PWS Moser, PC Wilson, AA Charvez and District Counsel Winston.

There were approximately 13 people in the audience.

BOARD REPORT OUT OF CLOSED SESSION: Pres. Cupp stated there was nothing to report from Closed Session.

PUBLIC COMMENTS: None

DISCUSSION / ACTION ITEMS:

1. Independent Contractor for GM Services – Amendment/Renewal or Termination of Contract – KD Management Services LLC: The Board discussed.

Motion by Dir. MacIntosh second Dir. Thompson to terminate contract with KD Management Services LLC, effective immediately.

Ayes: Directors Cupp, MacIntosh and Thompson
Noes: Directors Layne and Thomsson
Absent: None

2. General Manager absence(s): Appoint Acting General Manager: The Board discussed.

Motion by Dir. Thompson second Dir. MacIntosh to appoint Mike Wilson as Acting General Manager (AGM).

Ayes: Directors Cupp, MacIntosh and Thompson
Noes: Directors Layne and Thomsson
Absent: None

Pres. Cupp directed staff to add consideration of AGM's compensation to the September Regular Board Meeting agenda.

BOARD MEMBER COMMENTS: None

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 3:30 p.m.

The next LSCSD Regular Board Meeting is scheduled to be held on September 20, 2017, 1:00 p.m. at the Administration Building.

Approval Date: _____

Carol Cupp, President

Debbie Nelle, Deputy Secretary



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

Special Meeting
Monday, August 28, 2017, 2:30 p.m.
Administration Building
16320 Everhart Drive • Weed, California 96094 • (530) 938-3281
Unapproved MINUTES

CALL TO ORDER: 1:30 p.m.

LSCSD Board Roll Call: Cupp ✓ Layne ✓ MacIntosh ✓ Thompson ✓ Thomsson ✓

Also present: AGM Wilson. SAC Nelle and AA Charvez.

There were approximately 8 people in the audience.

PLEDGE OF ALLEGIANCE: Dir. Layne led the Pledge of Allegiance.

PUBLIC COMMENTS: None

DISCUSSION / ACTION ITEMS:

1. Establish Board goals and parameters for General Manager position: AGM Wilson stated that it is imperative for the Board to communicate clear directions and expectations to any GM. Dir. Thompson spoke about several issues for discussion (employee or contractor, residency or close proximity requirement, part-time or full-time and a review of the current job description) and key skills for this position (strong communication, leadership, customer service and problem solving). Pres. Cupp spoke about several issues for discussion (number of hours, rate of pay, importance of background checks, experience in engineering, public works and public agency management). Dir. Layne spoke about the position being part-time and a management style of working with and listening to department heads. The Board discussed salary exempt versus hourly, estimated number of hours, education and experience requirements.

Motion by Dir. Cupp second Dir. MacIntosh to set the following parameters for the General Manager position: 1) individual to be an employee, 2) the position will be salary exempt, 3) a residency requirement to live within 30 minutes of the District, 4) a Bachelor's degree preferred, and 5) experience (five years) in public agency management.

Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson

Noes: None

Absent: None

2. Establish advertising budget for recruitment of General Manager: The Board discussed.

Motion by Dir. Layne second Dir. Thompson to approve a GM recruitment advertising budget of \$1,500.

Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson

Noes: None

Absent: None

3. Appoint committee for recruitment of General Manager: Pres. Cupp appointed a recruitment committee of two, at this time: Pres Cupp and Dir. Thompson.
4. Cal/OES Hazardous Mitigation Grant Program Application: update on SHN quote and details of grant; consideration of whether or not to proceed with application: Pres. Cupp reported that SHN submitted a quote of \$6,500 to work with the GM on preparing the grant application. The Board discussed. Additional information is needed regarding the applicability of this grant for the District.

Motion by Dir. Thomsson second Dir. Layne to table this item for the September 20, 2017 Board meeting.

Ayes: Directors Cupp, Layne, MacIntosh, Thompson and Thomsson

Noes: None

Absent: None

BOARD MEMBER COMMENTS: Two Directors.

ADJOURNMENT: With no objections by the Board, Pres. Cupp adjourned the meeting at 3:38 p.m.

The next LSCSD Regular Board Meeting is scheduled to be held on September 20, 2017, 1:00 p.m. at the Administration Building.

Approval Date: _____

Carol Cupp, President

Debbie Nelle, Deputy Secretary

TREASURER'S REPORT - RATIFICATION OF DISBURSEMENTS
LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1B

Board motion "To ratify the checks for expenses, including payroll and liabilities, issued on behalf of the District for the period of August 1 thru August 31, 2017 for a total of: " \$ 213,580.51

Each check has been signed by two directors with documentation attached to each check.

Submitted for August 2017	\$ 213,580.51
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Expenses - Regular Checks SVB Account	\$ 88,930.71
Expenses - Payroll & Liability Checks SVB Account	\$ 124,649.80
<u>Subtotal</u>	<u>\$ 213,580.51</u>
<u>Total CSD Expenses</u>	<u>\$ 213,580.51</u>

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

Date	JE or Ck #	Payee	Total Expense	LSPOA Shared Invoices *							
				Regular Expenses	Payroll Expenses	10 General	15 Sewer	20 Water	25 Police	26 COPS Grant	30 Fire
8/1/2017	JE #68283	Bank Fees	18.20	18.20		18.20					
8/1/2017	JE #68283	Returned Item Fee- NSF	10.00	10.00		10.00					
8/3/2017	22012	Payroll Checks (Live Checks)	2,577.27		2,577.27		1,381.83				1,195.44
8/3/2017	502994	EDD EFT	995.61	995.61		219.85	213.87		391.77	31.72	138.40
8/3/2017	502995	EFTPS EFT	5,197.89	5,197.89		841.84	844.13		2,713.65	248.56	549.71
8/3/2017	502996	American Funds EFT	528.50	528.50					437.83	90.67	
8/3/2017	502997	CalPERS EFT	2,035.23	2,035.23		1,057.28	977.95				
8/3/2017	502998	CalPERS 457 EFT	923.15	923.15		530.00	208.62		135.79	48.74	
8/3/2017	502999	SVB EFT - Payroll Checks (Direct Deposits)	19,841.09	19,841.09		5,050.38	4,006.20		7,736.46	1,394.68	1,653.37
8/10/2017	596	Quill	444.96	444.96		427.81					17.15
8/10/2017	597	US Bank Finance Equipment	185.50	185.50					185.50		
8/10/2017	598	Verizon Wireless	358.76	358.76					267.45		91.31
8/10/2017	22034	Computer Logistics	48.00	48.00		48.00					
8/10/2017	22035	Consolidated Electrical Dist.	38.53	38.53			19.26	19.27			
8/10/2017	22036	Corrpro Waterworks	1,900.00	1,900.00				1,900.00			
8/10/2017	22037	Don Erickson Oil	3,648.61	3,648.61		876.99	622.29	548.55	1,086.46		514.32
8/10/2017	22038	Ferguson Waterworks	1,068.20	1,068.20			979.47	88.73			
8/10/2017	22039	Heaton Steel & Supply	92.43	92.43			92.43				
8/10/2017	22040	Jardin Landscaping	4,525.00	4,525.00		4,015.00			255.00		255.00
8/10/2017	22041	KD Management	3,232.00	3,232.00		3,232.00					
8/10/2017	22042	Leon St.Pierre J & L Electric	203.29	203.29				203.29			
8/10/2017	22043	LSCSD Utilities	404.50	404.50		260.48			63.76		80.26
8/10/2017	22044	Mountain Air	600.11	600.11		600.11					
8/10/2017	22045	Municipal Emergency Service	6,805.02	6,805.02							6,805.02
8/10/2017	22046	N.C.G.T. Security Fund	17,008.00	17,008.00		3,615.00	5,152.00		5,049.00	1,596.00	1,596.00
8/10/2017	22047	RP Welding	150.00	150.00			150.00				
8/10/2017	22048	Shasta Auto Supply	133.47	133.47		(8.82)	132.22	5.36			4.71
8/10/2017	22049	SHN Consulting Engineering	1,250.00	1,250.00				1,250.00			
8/10/2017	22050	Siskiyou Daily News	155.50	155.50		155.50					
8/10/2017	22051	Siskiyou Disposal	250.00	250.00		85.00	42.50	42.50	40.00		40.00
8/10/2017	22052	Solano's Inc.	169.95	169.95		66.20	58.26	45.49			
8/10/2017	22053	Underground Service Alert	155.60	155.60			77.80	77.80			
8/10/2017	22054	Western Business Products	69.30	69.30		69.30					
8/10/2017	22055	Quill	444.96	444.96		427.81					17.15
8/10/2017	Void - 596	Quill - EFT not accepted by vendor	(444.96)	(444.96)		(427.81)					(17.15)
8/9/2017	JE #68287	Returned ACH item - Williams	87.50	87.50				20.00	55.00		12.50
8/9/2017	JE #68288	Returned ACH item - Williams	211.00	211.00				40.00	110.00		25.00
8/9/2017	JE #68289	Returned ACH item - Gyernek	105.50	105.50			18.00	20.00	55.00		12.50
8/9/2017	JE #68290	Returned ACH item - Henderson	211.00	211.00			36.00	40.00	110.00		25.00
8/17/2017	22056	Payroll Checks (Live Checks)	1,422.86		1,422.86		1,422.86				
8/17/2017	22057	Union Dues	651.96	651.96		221.00	204.00		176.72	50.24	
8/17/2017	503037	EDD EFT	878.09	878.09		213.66	198.12		414.56	33.44	18.31
8/17/2017	503038	EFTPS EFT	4,887.80	4,887.80		835.43	798.90		2,803.45	257.24	192.78
8/17/2017	503039	American Funds EFT	548.75	548.75					458.08	90.67	
8/17/2017	503040	CalPERS EFT	2,028.25	2,028.25		1,057.28	970.97				
8/17/2017	503041	CalPERS 457 EFT	924.85	924.85		530.00	208.62		135.79	50.44	
8/17/2017	503042	SVB EFT - Payroll Checks (Direct Deposits)	19,228.53	19,228.53		4,979.18	3,734.91		7,925.55	1,443.59	1,145.30

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
ACCOUNTS PAYABLE - SCOTT VALLEY BANK

1B

LSPOA Shared Invoices *				Regular	Payroll	10	15	20	25	26	30
Date	JE or Ck #	Payee	Total Expense	Expenses	Expenses	General	Sewer	Water	Police	COPS Grant	Fire
8/18/2017	22058	Black Butte Auto	100.00	100.00					100.00		
8/18/2017	22059	City of Marysville	10,000.00	10,000.00					10,000.00		
8/24/2017	599	AT&T	75.57	75.57			37.79	37.78			
8/24/2017	600	Pacific Power	19,261.87	19,261.87		881.94	5,395.59	12,473.06	196.01		315.27
8/24/2017	601	First Ntl. Bank-DN	87.31	87.31		(74.38)	4.00	4.00	145.69		8.00
8/24/2017	602	First Ntl. Bank-RM	561.08	561.08			152.47	408.61			
8/24/2017	603	First Ntl. Bank-SP	160.05	160.05					55.64		104.41
8/24/2017	604	First Ntl. Bank-MW	201.87	201.87					201.87		
8/24/2017	605	Utility Telephone	536.58	536.58		321.94			160.97		53.67
8/24/2017	606	Pitney Bowes	173.18	173.18		173.18					
8/24/2017	22060	AT&T	197.64	197.64				197.64			
8/24/2017	22061	AWM Construction, Inc.	2,136.00	2,136.00		2,136.00					
8/24/2017	22062	Basic Lab	128.00	128.00				128.00			
8/24/2017	22063	Black Butte Auto	250.00	250.00							250.00
8/24/2017	22064	Hue & Cry	38.00	38.00		38.00					
8/24/2017	22065	KD Management	3,325.00	3,325.00		3,325.00					
8/24/2017	22066	Kirsher, Winston, & Boston	1,050.00	1,050.00		1,050.00					
8/24/2017	22067	Les Schwab Tire Center	1,088.16	1,088.16					1,088.16		
8/24/2017	22068	Nor-Cal Rewinding	4,651.85	4,651.85			4,651.85				
8/24/2017	22069	Quill Corp	54.69	54.69		54.69					
8/24/2017	22070	Roger or Patricia Perkins	417.22	417.22		417.22					
8/24/2017	22071	Tim Louie Construction	1,100.00	1,100.00			1,100.00				
8/31/2017	22072-22074	Payroll Checks (Live Checks)	5,098.34		5,098.34		1,768.59				3,329.75
8/31/2017	503056	EDD EFT	1,547.14		1,547.14	254.23	219.88		428.88	49.11	595.04
8/31/2017	503057	EFTPS EFT	7,052.08		7,052.08	888.48	896.42		2,864.01	325.50	2,077.67
8/31/2017	503058	American Funds EFT	510.54		510.54				419.87	90.67	
8/31/2017	503059	CalPERS EFT	2,049.20		2,049.20	1,057.28	991.92				
8/31/2017	503060	CalPERS 457 EFT	938.02		938.02	530.00	208.62		135.79	63.61	
8/31/2017	503061	SVB EFT - Payroll Checks (Direct Deposits)	20,582.26		20,582.26	3,396.80	3,930.23		8,214.16	1,844.41	3,196.66
8/31/2017	SVB CC	SVB Cashiers Checks for Error on SVB Website	2,049.78		2,049.78	2,049.78					
8/31/2017	22075	Payroll Checks (Live Checks)	10,360.95		10,360.95				10,360.95		
8/31/2017	503062	EDD EFT	2,341.19		2,341.19				2,341.19		
8/31/2017	503063	EFTPS EFT	9,428.78		9,428.78				9,428.78		
8/31/2017	503064	American Funds EFT	21.69		21.69				21.69		
8/31/2017	22042 Void	Leon St.Pierre J & L Electric - duplicate pmt	(203.29)	(203.29)				(203.29)			
			213,580.51	88,930.71	124,649.80	45,506.83	41,944.57	17,346.79	76,770.48	7,709.29	24,302.55

Ratification of Disbursements -August 2017

Vendors	Check Date	Total Invoice Amount	LSCSD Check Amount	Amount Paid by POA
Quill Corp	8/10/2017	444.96	444.96	213.90
Computer Logistics	8/10/2017	48.00	48.00	24.00
Don Erickson Oil	8/10/2017	3,648.61	3,648.61	876.99
Jardin Landscaping	8/10/2017	4,525.00	4,525.00	1,752.50
LSCSD Utilities	8/10/2017	404.50	404.50	130.24
Mountain Air	8/10/2017	600.11	600.11	50.00
Siskiyou Disposal	8/10/2017	250.00	250.00	85.00
Solano's	8/10/2017	169.95	169.96	26.95
Western Business Products	8/10/2017	69.30	69.30	23.16
Pacific Power	8/24/2017	19,261.87	19,264.87	515.85
First Nation Bank-DN	8/24/2017	87.31	87.31	152.30
Utility Telephone	8/24/2017	536.58	536.58	160.97
Pitney Bowes	8/24/2017	173.18	173.18	86.59
Hue & Cry	8/24/2017	38.00	38.00	19.00
Quill Corp	8/24/2017	54.69	54.69	27.35

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
August 2017									
Date	JE #	Description	Fund-#	10	15	20	25	26	30
AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS	GRANT	FIRE		
8/1/2017		Balance Forward	202,790.17	63,951.58	89,927.51	1,868.23	85,370.41	(32,295.93)	(6,031.83)
		BEGINNING BALANCE							
8/3/2017	JE #67864	Deposit - Cash Receipts 8/1 #1	8,321.32		2,455.38	2,205.05	2,906.74		754.15
8/3/2017	JE #67864	Deposit - Cash Receipts 8/1 #2	12,808.30	5,022.00	2,241.10	1,905.68	2,823.16		716.36
8/3/2017	JE #67864	Deposit - Cash Receipts 8/1 #3	13,653.76		2,552.46	2,455.89	2,905.28		5,740.13
8/3/2017	JE #68206	Water/Sewer PR Transfer PPE 7/30/17			3,413.33	(3,413.33)			
8/3/2017	JE #68206	Water/Sewer PR Transfer PPE 7/30/17 on call			175.00	(175.00)			
8/3/2017	JE #68207	Green Waste Site/Admin PR Transfer PPE 7/30/17		51.47	(51.47)				
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #4	8,070.12		2,659.02	2,114.53	2,638.21		658.36
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #5	7,425.35		1,798.41	1,984.58	2,920.79		721.57
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #6	8,232.40		2,500.32	2,272.95	2,752.12		707.01
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #7	7,661.19		2,351.56	1,961.22	2,662.70		685.71
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #8	7,556.92		2,228.18	2,251.20	2,453.95		623.59
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #9	7,368.59		2,095.27	2,131.05	2,495.99		636.28
8/4/2017	JE #67925	Deposit - Cash Receipts 8/1 #99	36,670.13		12,308.40	10,231.20	11,171.13		2,959.40
8/8/2017	JE #67926	Deposit - Cash Receipts 8/2 #1	8,608.36		2,937.57	2,449.49	2,488.52		634.77
8/8/2017	JE #67926	Deposit - Cash Receipts 8/2 #2	8,020.71		2,768.11	2,142.29	2,484.12		628.19
8/8/2017	JE #67926	Deposit - Cash Receipts 8/3 #1	8,430.66	1,089.32	2,082.09	1,949.84	2,641.42		667.98
8/8/2017	JE #67926	Deposit - Cash Receipts 8/4 #1	14,023.14	462.77	3,935.65	3,534.77	4,842.49		1,227.46
8/8/2017	JE #67926	Deposit - Cash Receipts 8/8 #1	10,560.61		4,113.63	3,192.20	2,526.41		728.37
8/8/2017	JE #67926	Deposit - Cash Receipts 8/8 #2	9,656.13		3,158.61	2,882.30	2,842.78		772.44
8/8/2017	JE #67926	Deposit - Cash Receipts 8/8 #3	10,848.44		2,591.88	2,781.56	4,434.66		1,040.34
8/8/2017	JE #67926	Deposit - Cash Receipts 8/8 #4	8,107.56		2,423.60	2,308.09	2,678.92		696.95
8/11/2017	JE #68205	POA Payroll Reimb PPE 7/30/17	4,093.96	4,093.96					
8/11/2017	JE #68214	Deposit - Cash Receipts 8/8 #5	32,007.51		5,638.84	8,598.62	13,102.27		4,667.78
8/11/2017	JE #68214	Deposit - Cash Receipts 8/10 #1	14,396.73	905.54	3,817.66	3,816.55	4,571.54		1,184.44
8/17/2017	JE #68212	Water/Sewer PR Transfer PPE 8/13/17			4,705.50	(4,705.50)			
8/17/2017	JE #68215	Water/Sewer PR Transfer PPE 8/13/17 on call			175.00	(175.00)			
8/17/2017	JE #68213	Green Waste Site/Admin PR Transfer PPE 8/13/17		56.58	(56.58)				
8/24/2017	JE #68216	Deposit - Cash Receipts 8/23 #1	9,023.17	506.07	2,611.90	2,801.15	2,473.38		630.67
8/24/2017	JE #68216	Deposit - Cash Receipts 8/23 #2	10,187.25	20.00	3,956.42	2,411.17	3,044.36		755.30
8/24/2017	JE #68216	Deposit - Cash Receipts 8/23 #3	1,434.53	20.00	678.40	326.89	302.28		106.96
8/29/2017	JE #68209	POA AP Reimbursement	214.63	214.63					
8/29/2017	JE #68208	POA AP Reimbursement	1,189.13	1,189.13					
8/31/2017	JE #68279	Water/Sewer PR Transfer PPE 8/27/17			5,828.46	(5,828.46)			
8/31/2017	JE #68279	Water/Sewer PR Transfer PPE 8/27/17 on call			175.00	(175.00)			
8/31/2017	JE #68280	Green Waste Site/Admin PR Transfer PPE 8/27/17		44.28	(44.28)				
8/31/2017	JE #68281	Police/Admin PR Transfer PPE 8/27/17		(123.86)			123.86		
8/31/2017	JE #68282	Deposit - Cash Receipts 8/31 #1	13,934.36	6,373.86	2,287.38	2,161.03	2,431.93		680.16
8/31/2017	JE #68284	Interest	20.40	20.40					
		TOTAL Income	282,424.34	19,976.15	90,611.80	56,397.01	86,817.01	-	28,622.37
Date	JE # or CK #	Vendor	TOTAL	GENERAL	SEWER	WATER	POLICE	COPS	GRANT
8/1/2017	JE #68283	Bank Fees	18.20	18.20					
8/1/2017	JE #68283	Returned Item Fee- NSF	10.00	10.00					
8/3/2017	22012	Payroll Checks (Live Checks)	2,577.27		1,381.83				1,195.44
8/3/2017	502994	EDD EFT	995.61	219.85	213.87		391.77	31.72	138.40
8/3/2017	502995	EFTPS EFT	5,197.89	841.84	844.13		2,713.65	248.56	549.71
8/3/2017	502996	American Funds EFT	628.50				437.83	90.67	
8/3/2017	502997	CalPERS EFT	2,035.23	1,057.28	977.95				
8/3/2017	502998	CalPERS 457 EFT	923.16	530.00	208.62		135.79	48.74	
8/3/2017	502999	SVB EFT - Payroll Checks (Direct Deposits)	19,841.09	5,050.38	4,006.20		7,736.46	1,394.68	1,653.37
8/10/2017	596	Quill	444.96	427.81					17.15
8/10/2017	597	US Bank Finance Equipment	185.50				185.50		
8/10/2017	598	Verizon Wireless	358.76				267.45		91.31
8/10/2017	22034	Computer Logistics	48.00	48.00					
8/10/2017	22035	Consolidated Electrical Dist.	38.53		19.26	19.27			
8/10/2017	22036	Corpro Waterworks	1,900.00			1,900.00			
8/10/2017	22037	Don Erickson Oil	3,648.61	876.99	622.29	548.55	1,086.46		514.32
8/10/2017	22038	Ferguson Waterworks	1,068.20		979.47	88.73			
8/10/2017	22039	Heaton Steel & Supply	92.43		92.43				
8/10/2017	22040	Jardin Landscaping	4,526.00	4,015.00			255.00		255.00
8/10/2017	22041	KD Management	3,232.00	3,232.00					
8/10/2017	22042	Leon St.Pierre J & L Electric	203.29			203.29			
8/10/2017	22043	LSCSD Utilities	404.50	260.46			63.76		80.28
8/10/2017	22044	Mountain Air	600.11	600.11					
8/10/2017	22045	Municipal Emergency Service	6,805.02						6,805.02
8/10/2017	22046	N.C.G.T. Security Fund	17,008.00	3,615.00	5,152.00		5,049.00	1,596.00	1,596.00
8/10/2017	22047	RP Welding	150.00		150.00				
8/10/2017	22048	Shasta Auto Supply	133.47	(8.82)	132.22	5.36			4.71
8/10/2017	22049	SHN Consulting Engineering	1,250.00			1,250.00			
8/10/2017	22050	Siskiyou Daily News	155.50	155.50					
8/10/2017	22051	Siskiyou Disposal	250.00	85.00	42.50	42.50	40.00		40.00
8/10/2017	22052	Sofano's Inc.	169.96	66.20	58.26	45.49			
8/10/2017	22053	Underground Service Alert	155.60		77.80	77.80			
8/10/2017	22054	Western Business Products	69.30	69.30					
8/10/2017	22055	Quill	444.96	427.81					17.15
8/10/2017	Void - 696	Quill - EFT not accepted by vendor	(444.96)	(427.81)					(17.15)
8/9/2017	JE #68287	Returned ACH Item - Williams	87.50			20.00	55.00		12.50
8/9/2017	JE #68288	Returned ACH Item - Williams	211.00		36.00	40.00	110.00		25.00
8/9/2017	JE #68289	Returned ACH Item - Gyermek	105.50		18.00	20.00	55.00		12.50
8/9/2017	JE #68290	Returned ACH Item - Henderson	211.00		36.00	40.00	110.00		25.00
8/17/2017	22056	Payroll Checks (Live Checks)	1,422.88		1,422.88				
8/17/2017	22057	Union Dues	661.95	221.00	204.00		176.72	50.24	
8/17/2017	503037	EDD EFT	878.09	213.66	198.12		414.56	33.44	18.31
8/17/2017	503038	EFTPS EFT	4,887.80	835.43	798.90		2,803.45	257.24	192.78
8/17/2017	503039	American Funds EFT	646.76				458.08	90.67	
8/17/2017	503040	CalPERS EFT	2,028.25	1,057.28	970.97				
8/17/2017	503041	CalPERS 457 EFT	924.85	530.00	208.62		135.79	50.44	
8/17/2017	503042	SVB EFT - Payroll Checks (Direct Deposits)	19,228.53	4,979.18	3,734.91		7,925.55	1,443.59	1,145.30
8/18/2017	22058	Black Butte Auto	100.00				100.00		
8/18/2017	22059	City of Marysville	10,000.00				10,000.00		

LAKE SHASTINA COMMUNITY SERVICES DISTRICT									
SCOTT VALLEY BANK ACCOUNT									
August 2017			Fund-#	10	15	20	25	26	30
Date	JE #	Description	AMOUNT	GENERAL	SEWER	WATER	POLICE	COPS GRANT	FIRE
8/24/2017	599	AT&T	76.57		37.79	37.78			-
8/24/2017	600	Pacific Power	19,261.87	881.04	5,395.59	12,473.06	196.01		315.27
8/24/2017	601	First Ntl. Bank-DN	87.31	(74.38)	4.00	4.00	145.69		8.00
8/24/2017	602	First Ntl. Bank-RM	661.08		152.47	408.61			-
8/24/2017	603	First Ntl. Bank-SP	160.06				55.64		104.41
8/24/2017	604	First Ntl. Bank-MW	201.87				201.87		-
8/24/2017	605	Utility Telephone	636.58	321.94			160.97		53.67
8/24/2017	606	Pitney Bowes	173.18	173.18					-
8/24/2017	22060	AT&T	197.64			197.64			-
8/24/2017	22061	AWM Construction, Inc.	2,136.00	2,136.00					-
8/24/2017	22062	Basic Lab	128.00			128.00			-
8/24/2017	22063	Black Butte Auto	260.00						250.00
8/24/2017	22064	Hue & Cry	38.00	38.00					-
8/24/2017	22065	KD Management	3,325.00	3,325.00					-
8/24/2017	22066	Kirsher, Winston, & Boston	1,050.00	1,050.00					-
8/24/2017	22067	Les Schwab Tire Center	1,088.16				1,088.16		-
8/24/2017	22068	Nor-Cal Rewinding	4,651.85		4,651.85				-
8/24/2017	22069	Quill Corp	54.69	54.69					-
8/24/2017	22070	Roger or Patricia Perkins	417.22	417.22					-
8/24/2017	22071	Tim Louie Construction	1,100.00		1,100.00				-
8/31/2017	22072-22074	Payroll Checks (Live Checks)	5,098.34		1,768.59				3,329.75
8/31/2017	603056	EDD EFT	1,547.14	254.23	219.88		428.88	49.11	595.04
8/31/2017	603057	EFTPS EFT	7,062.08	888.48	896.42		2,864.01	325.50	2,077.67
8/31/2017	603058	American Funds EFT	510.64				419.87	90.67	-
8/31/2017	603059	CalPERS EFT	2,049.20	1,057.28	991.92				-
8/31/2017	603060	CalPERS 457 EFT	938.02	530.00	208.62		135.79	63.61	-
8/31/2017	603061	SVB EFT - Payroll Checks (Direct Deposits)	20,582.26	3,396.80	3,930.23		8,214.16	1,844.41	3,196.66
8/31/2017	SVB CC	SVB Cashiers Checks for Error on SVB Website	2,049.78	2,049.78					-
8/31/2017	22075	Payroll Checks (Live Checks)	10,360.96				10,360.96		-
8/31/2017	603062	EDD EFT	2,341.19				2,341.19		-
8/31/2017	603063	EFTPS EFT	9,428.78				9,428.78		-
8/31/2017	603064	American Funds EFT	21.69				21.69		-
8/31/2017	22042 Void	Leon St.Pierre J & L Electric - duplicate pmt	(203.29)			(203.29)			-
		TOTAL DISTRIBUTION	213,580.51	45,506.83	41,944.67	17,346.79	76,770.48	7,709.29	24,302.55
8/1/2017		BEGINNING BALANCE	202,790.17	63,951.58	89,927.61	1,868.23	85,370.41	(32,295.93)	(6,031.63)
		DEPOSITS/TRANSFERS	282,424.34	19,976.16	90,611.80	56,397.01	86,817.01	-	28,622.37
		DISBURSEMENTS	(213,580.61)	(45,506.83)	(41,944.67)	(17,346.79)	(76,770.48)	(7,709.29)	(24,302.56)
8/31/2017		ENDING BALANCE	271,634.00	38,420.90	138,594.74	40,918.46	95,416.94	(40,005.22)	(1,711.81)

1.C. Budget Comparison: FY 2017/2018

There was no document available for packet delivery.

If document is received prior to the meeting, it will be forwarded to the Board.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1D

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: June 27, 2017

RE: Transfer of CSD Operating funds to LAIF Savings

This is a request to transfer funds to LSCSD Reserve savings in LAIF from the CSD Operating bank account at Scott Valley Bank. This is to move excess funds in the Operating fund checking account to savings. Included in this transfer are connection fees received throughout the last fiscal year for Sewer and Water, General Fund loan payment to Water department for the Clinic along with excess Clinic funds assigned to future repair reserves, and excess funds due to short staffing in the Police Department. In addition, the transfer from Scott Valley Bank will serve to keep the account within FDIC limits.

Recommended transfers from Scott Valley Bank Operating account to LAIF savings account are **\$27,263.96** from the General Fund, **\$36,242.50** from the Sewer Fund, **\$4,838** from the Water Fund and **\$30,000** from the Police Funds. This would be a total transfer amount of **\$98,000** to the LSCSD LAIF account as LAIF requires transactions to be in \$1,000 increments.

<u>Operating funds for transfer to LAIF:</u>				
	<u>General</u>	<u>Sewer</u>	<u>Water</u>	<u>Police</u>
General Funds	27,000.00			
Sewer Funds		36,000.00		
Water Funds			5,000.00	
Police Department				30,000.00
Costs per fund:	27,000.00	36,000.00	5,000.00	30,000.00



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1E

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: September 15, 2017

RE: Out-of-class pay for Police Chief

This is a request to provide an out-of-class pay increase for Police Chief Michael Wilson who was appointed as Acting General Manager on August 24, 2017. The recommended amount for this temporary out-of-class assignment is 5% increase of current salary. This will be a total salary amount of \$78,750 during this assignment. Chief Wilson's timesheets are tracking all time spent performing General Manager job duties. The General Fund will then reimburse the Police Department for this time each pay period.

Recommend to approve the temporary out-of-class assignment is 5% increase of current salary for Police Chief Michael Wilson. This rate will be effective as of August 24, 2017. Personnel Action Form will be prepared for the Board President to sign after approval.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

1F

MEMORANDUM

TO: LSCSD Board of Directors

FROM: Debbie Nelle, Senior Accounting Clerk

DATE: September 15, 2017

RE: Correction to LSCSD Money Purchase Pension Plan (MPPP)

This is a request to correct the qualified retirement plan documents for the benefit of the employees of Lake Shastina Community Services District. When the LSCSD Money Purchase Pension Plan documents were amended previously, the plan was to require no conditions to share in the contributions. Unfortunately, the 1000 hour requirement was not removed and now needs to be corrected. A Resolution is required to correct this item.

Recommend to approve the Resolution to correct the inadvertent error to state there are no conditions to share in contributions. This will apply to full time Police Officer employees. Part time employees will still need to have 1000 hours to receive contributions in the plan. This correction will be effective as of July 1, 2016.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

DRAFT RESOLUTION 8-17

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE LAKE SHASTINA COMMUNITY SERVICES DISTRICT AMENDING THE DISTRICT MONEY PURCHASE PENSION PLAN.

At a meeting of the Board Members of Lake Shastina Community Services District duly called and held in accordance with the law and the bylaws at its office on the 20th day of September, 2017, at which a quorum of the Members were present, the following resolution was adopted, to wit:

WHEREAS, the Board Members deem it to be in the best interest of this entity to amend its present Lake Shastina Community Services District Money Purchase Pension Plan to correct inadvertent errors which occurred when the Plan most recently amended and restated for PPA.

NOW, THEREFORE, be it:

RESOLVED, THAT effective July 1, 2016, the Lake Shastina Community Services District Money Purchase Pension Plan has always required no conditions to share in Money Purchase contributions.

When the Plan was restated for PPA, allocation conditions of 1,000 hours of service during the Plan Year required to share in Money Purchase contributions was inadvertently added.

I hereby certify that the forgoing is a full, true and correct copy of Resolution 8-17 duly passed and adopted by the Board of Directors of the Lake Shastina Community Services District, Siskiyou County, California, at a meeting thereof duly held on the 20th day of September, 2017, by the following vote:

AYES:
NOES:
ABSENT:

ATTEST:

Carol Cupp, President

Debbie Nelle, Deputy Secretary



Item 2

Lake Shastina Fire Department

16309 Everhart Drive
Weed CA 96094

For the Month of August the Lake Shastina Fire Department responded to a total of 32 calls. These included

- 3 Public Assist
- 1 Vehicle Fire
- 22 Medical Aids
- 1 Structure Fire
- 3 Vegetation Fires
- 2 Traffic Collision

August was a very busy month for the LSFD. Not only did we have a high call volume we were also dispatched to a strike team on August 24th. Engine 3112 and a crew of 3 spent 18 days fighting the Eclipse Complex Fires in Happy Camp as well as the Salmon August Complex Fires in Etna. This is fantastic news for the Fire budget as it put us well over the expected annual income from Strike teams for the current Fiscal Year.

We also received two more Grants this month. One from Cal Fire in the form of VFA for residual funds. These additional and unexpected funds will provide over \$2000 in Mandatory Safety Equipment. The second grant was our 5th SAFER grant of the year. This Grant provides \$2000 in structure firefighting gear and reimburses one of our firefighters all costs towards his Fire Fighter 1 academy. This being our 5th SAFER grant means we have received a total of \$10,000 towards required gear that normally would come out of our budget. The SAFER grant is a new grant to LSFD.

Lake Shastina Police Department

Inter-Office Memo

Lake Shastina CSD Board Report

August 2017

The Lake Shastina Police Department responded to approximately 180 calls during the month of August which including the follows:

Regular Police Calls:

Disturbance – 6	Child Abuse – 1	Vandalism – 2
Harassment - 1	Mail Fraud – 1	Suspicious Circ – 3
Suspicious Person – 2	Internet Fraud – 1	Illegal Business – 1
Civil Standby – 5	Contraband – 1	Citizen Asst – 6
Camp Ground Ck – 5	Mental Health – 6	Welfare Check – 7
Child Custody – 1	Info to Citizen – 6	Dead Body – 1
House Watches – 3	Case FU – 66	Road Hazard - 3
AOD CHP – 1	AOD SCSO – 2	AOD WPD – 2
AOD PW – 2	ADO MSPD - 1	Probation Viol. – 1
Extra Patrol – 2	Sex Offender – 2	Medical Aid - 5

Traffic:

Unlicensed Driver – 2	Vehicle Impound: - 1	Parking Violation – 2
Traffic Collisions - 2	Traffic Complaint – 2	Traffic Citations – 5

Other Arrests:

Narcotics - 2

Animal Calls:

Dogs at Large – 6	Barking Dog – 2	Dog Other – 3
Dog Bite – 1	Dead Animal PU – 2	Wildlife – 5
Aggressive – 1		

Notable Cases:

On 8/7/17 two subjects were stopped for a vehicle registration violation. The driver was found to be unlicensed and on probation. A probation search led to the discovery of Heroin, Methamphetamine, Marijuana and Burglary tools. The driver was arrested and the passenger sent on his way after providing false name. Upon discovering the correct name of the passenger, he was re-located and arrested. Both subjects were in violation of probation for associating with each other as well as being in possession of the above described items.

Lake Shastina Police Department

Inter-Office Memo

On 8/11/17 an adult male subject was arrested for battery and Mayhem after getting in a physical altercation with his mother and biting her on the face.

On 8/29/17 during a voluntary admittance to Mercy Mt. Shasta Hospital for a Mental Health evaluation, a subject volunteered information that several firearms were located in their residence safe and asked that they be removed for safe keeping. During a consensual removal of firearms an illegal "Short Barreled Shotgun" was discovered and seized as evidence. The remaining firearms were secured for safe keeping.

Notable Events:

Police Officer Pam Robison was offered a position with Siskiyou as a Welfare Fraud Investigator. Although Pam will be leaving her full-time position with the department she has agreed to stay on as a reserve police officer for us.

William Bullington with the Mount Shasta Police Department has applied as a lateral Police Officer for the department and has successfully completed his pre-employment background. William will be taking Pam's place as a full-time officer for the district. William's start date will be 9/26/17.

Police Officer Morgan Barr is nearly finished with his Field Training program and will be working as a solo officer within the next few weeks.

The Police Department has purchased two Dodge Charger Police Vehicles from the City of Marysville. The two Chargers came complete with all of the emergency equipment installed and were purchased for \$5000.00 each.

Lake Shastina Sewer Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: September 20, 2017
Subject: Board Report - August 2017 (Sewer)

The Lake Shastina Public Works Department (PW) conducted approximately 228 station checks and daily sewer pond readings and reporting for the month of August.

PW saved an owl at the ponds that was tangled in the barbed wire fence surrounding the burn site.

PW worked on the new dock for Pond 4, which also has the storyboard for reading pond levels on it. This dock will provide a safe location for personnel to take daily readings and monitor the water levels.

Improvements have been made to Lift Station B-114. PW re-plumbed the outside of the sump in preparation for the lift station overhaul. The electrical is scheduled for upgrade and we expect to rebuild the wet well and pumps the first part of October.

I am continuing Karl Drexel's work on the SCADA system for the District; currently, writing an RFP for this project. Bids received from the RFP will be brought to the Board for award consideration. This is a very important project for the District. Currently, we rely on proprietary phone lines from AT&T to turn wells on and off. These phone lines are very old with more frequent interruptions in controls for the wells on these lines.

Lake Shastina Water Department

To: Lake Shastina CSD Board
From: Robert Moser, Public Works Supervisor
Meeting Date: September 20, 2017
Subject: Board Report - August 2017 (Water)

The Lake Shastina Public Works Department (PW) conducted approximately 100 booster station checks and 60 well checks for the month of August.

There were 2 emergency water turn off's and approximately 6 water turn on's and off's.

PW responded to a water lateral break on Indian Island. Approximately 4 feet of lateral line was repaired; the water to that service was back on the next day. There was no interruption of services for the residence since it is occupied on weekends only.

In response to a concern regarding a fluctuation in water pressure at a residence in Rancho Hills, PW monitored water pressures in that zone, as well as some fire hydrants. This is an ongoing investigation at this point.


I spoke with the District's contact at the State Water Resources Control Board (SWRCB) regarding the Water Grant that had been submitted to them. They had requested additional information; Karl Drexel had talked to SHN Consulting Engineers to help obtain the information the SWRCB needed. This has been completed and the SWRCB has placed the Water Grant in its final stages. Within the next two months, the District should receive notification of being awarding the Grant funding or not.

VERBAL

Appoint Grant Oversight Committee (Pres. Cupp)



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS
MEETING DATE: September 20, 2017
FROM: Mike Wilson, Acting General Manager 
SUBJECT: Cal/OES Hazardous Mitigation Grant Program Application

BACKGROUND:

On or about June 7, 2017, former Lake Shastina General Manager Karl Drexel submitted a Notice of Interest to the California Governor's Office of Emergency Services for a Hazard Mitigation Grant.

On or about July 28, 2017, former GM Drexel received notice from the California Governor's Office of Emergency Services that his Notice of Interest was eligible, allowing the District to proceed with a formal application for funding in the amount: \$787,500.00 of federal funding requiring a match from the District in the amount:
\$262, 500.00

At the Board meeting on August 16, 2017, former GM Drexel received direction in the form of an approved motion to continue with the FEMA/CalOES grant application and authorize the General Manager to submit the application and supporting documents on behalf of the District, contingent on a quote from SHN Engineers and Geologists to prepare the grant application; contract with SHN if their quote is less than \$3,000.

On or about August 24, 2017 former GM Drexel received a quote from SHN to develop the documentation and the grant application for the Project Sub-Application in the amount: \$6,500.00, however, SHN Principal-Regional Manager Mark Chaney indicated it may cost less than that amount.

On September 8, 2017, Public Works Supervisor Robert Moser and I met with SHN Principal-Regional Manager Mark Chaney to discuss the Hazard Mitigation grant and discussed options related to the scope of work defined in the grant.

FINDINGS:

Understanding the original Notice of Interest was focused on Aquifer Storage and Recovery, we also recognize the Fire Protection benefit of improving our water system is significant, increasing the likelihood of receiving the funding.

During the meeting with SHN Principal-Regional Manager Mark Chaney, we discussed the Fire Protection aspect and were informed moving the focus of the grant in this direction would increase the likelihood of receiving the grant funding.

RECOMMENDATION:


By motion authorize the Acting General Manager to negotiate and enter into an agreement with SHN Engineers and Geologists to develop the documentation and the grant application for the Project Sub-Application for an amount not to exceed \$6,500.00.



LAKE SHASTINA COMMUNITY SERVICES DISTRICT

TO: LSCSD BOARD OF DIRECTORS

MEETING DATE: September 20, 2017

FROM: Mike Wilson, Acting General Manager 

SUBJECT: Consideration of proposal received from the Wastewater System Improvement Project Request for Proposals (RFP) for Engineering and Planning Services (Project No. C-06-8303-110 Planning Grant Agreement No. D16-040428)

BACKGROUND:

Former General Manager Karl Drexel developed an RFP for Engineering and Planning Services for (Project No. C-06-8303-110 Planning Grant Agreement No. D16-040428) for a Wastewater System Improvement Project.

The original RFP was issued July 21, 2017 with a due date of August 11, 2017. An addendum, authorized on July 26, 2017, established a new proposal due date of September 1, 2017.

On September 1, 2017, the deadline for proposals, the District received only one single proposal for this project. That proposal came from SHN Consulting Engineers and Geologists, Inc.

FINDINGS:

The proposal from SHN Consulting Engineers and Geologists, Inc. estimated the following fees:

• Environmental Documentation	\$95,000	Grant Budget	\$105,000
• Preliminary Engineering Report	\$129,000	Grant Budget	\$135,000
• Tony Lema Sewer Extension 90%	\$39,000	Grant Budget	\$45,000
• B109 B110 Bypass Piping 90%	\$49,000	Grant Budget	\$55,000
• Energy Audit and Solar Study	\$20,000	Grant Budget	\$22,500
• SCADA Conceptual Design	\$19,000	Grant Budget	\$22,500

As described above, the proposal comes to us with an estimate that is below projected grant costs.

- See attached full proposal

RECOMMENDATION:

Award the contract to SHN Consulting Engineers and Geologists, Inc. for Engineering and Planning Services for (Project No. C-06-8303-110 Planning Grant Agreement No. D16-040428) for a Wastewater System Improvement Project.

ATTACHMENTS:

1. Lake Shastina Community Services District Request for Proposal.
2. SHN Consulting Engineers and Geologists, Inc. Proposal Packet.

REQUEST FOR PROPOSALS

Engineering and Planning Services
Wastewater System Improvement Project
Lake Shastina Community Services District

Issued: July 21, 2017
Proposals Due: August 11, 2017 (Received by 2 p.m.)

Lake Shastina Community Services District
16320 Everhart Dr.
Weed CA 96094

Funding for this plan has been provided in full or in part through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the State Water Resources Control Board, nor does mention of trade names or commercial products constitute endorsement or recommendation for use. (Gov. Code, § 7550; 40 CFR § 31.20)



PROPOSITION 1
SMALL COMMUNITY WASTEWATER

1. Project Information

The Lake Shastina Community Services District (LSCSD) has received a Planning Grant from the California State Water Resources Control Board Proposition 1 Grant program to conduct planning services for the eventual construction project known as the Wastewater System Improvement Project for the community of Lake Shastina in Weed CA. The Grant Agreement is included as an attachment to this RFP. The total available funds for the services described in this RFP are approximately \$450,000.

The objective of this project is to Upgrade and rehabilitate the aging Wastewater System for the Community of Lake Shastina for the safety of the community and the environment including rehabilitation of 15 lift station sump and pump upgrades improving the safety of the stations and reducing the energy usage, develop sludge drying beds and head works containment as mandated by the Regional Board, line evaporation pond, start rehabilitation on manholes and collection lines as recommended by the SWRCB SSO program. Additional Improvements include a SCADA System for automatic alarms and remote operation, Photovoltaic solar system for energy reduction, and general upgrades to plant infrastructure.

Scope of Work

The scope of work for this project consists of Tasks 1 through 8 listed in the Grant Agreement, which includes the following:

1. CEQA Environmental Review
2. Alternative Evaluation and Conceptual Design
3. Engineers Report
4. Wastewater Users Rate Study/Fiscal Sustainability Plan
5. Median Household Income Survey
6. Prioritization and Ranking
7. Lake Shastina System Improvements
 - a. Sump and Pump Renovations and Upgrades – 15 Lift Stations
 - b. Transportable Backup Generator and Quick Connect wiring at each station
 - c. Bypass line for Lift Stations B-109 and B-110
 - d. Energy Audit to Determine Solar Specifications
 - e. Solar Systems to offset electric costs of Sewer Lift Stations
 - f. Solar Systems to offset electric costs at WWTP
 - g. Develop new Sludge Drying Beds as required by the RWQCB
 - h. Develop new Headworks and Containment as required by the RWQCB
 - i. SCADA system to automate Lift Stations, Aeration, Evaporation Guns, and alarms
 - j. Plans and specifications for Bypass Line, P&S for Tony Lema pipeline extension,
 - k. Pond Five Lining
 - l. Install new aerators and Apex Evaporation units for all ponds
- Task 1: Facilities

Plan Report
8. Financing Assistance

The Grant Agreement provides detailed description for each of the tasks and work products. The project will be performed in conformance with the grant requirements.

2 General Conditions

Consultant Selection Process

The RFP review committee, consisting of the LSCSD Board and General Manager, will evaluate and rank the submitted written proposals based on demonstrated competence and professional qualifications for performance of the services required.

Depending upon the relative quality of the proposals, the RFP review committee may elect to interview firms that in the opinion of the committee appear to be most capable of meeting the conditions of the project.

Based on the RFP review committee's ranking, the General Manager or designee will enter directly into contract negotiations with the highest-ranked firm. The selected firm will be asked to submit a detailed cost proposal within one week of notification. If LSCSD is unable to successfully negotiate a satisfactory agreement with the highest-rank firm, LSCSD may commence negotiations with the remaining firms in order of their ranking.

Deadline for Delivery of Proposals

The deadline for submission of proposals is 2:00 p.m. on August 11, 2017. Proposals arriving after the deadline will not be considered.

Proposal Format

Consultant engineer candidates shall provide six hardcopies of the proposals to the contact listed below. The required proposal contents are listed below in Section 4.

Contact Information

The contact for questions or additional information regarding this RFP is:

Karl Drexel, General Manager
16320 Everhart Drive
Weed CA 96094

The contact may be reached at 707-318-7369 or GeneralManager@lakeshastina.com.

Requests for Supplemental Information

Questions regarding additional info must be submitted in writing via the contact email given above. Questions will not be answered after August 2, 2017. Responses will be sent to those consultants who have provided email contact information.

Rejection of Proposals

LSCSD reserves the right to reject any or all proposals.

Reimbursement of Costs

No reimbursement whatsoever will be made by LSCSD of any costs incurred by consultant candidates related to the preparation or presentation of proposals.

3. Selection Criteria

Consultant proposals will be reviewed by the RFP review committee. Proposals should contain information sufficient to enable the RFP review committee to properly evaluate the competence and qualifications of the consultant for achieving the project objectives. Proposals will be evaluated based on the following criteria:

- Understanding of project objectives.
- Proposed project approach, work plan, and staffing plan.
- Ability to provide high-quality, cost-effective consultation services.
- Qualifications and relevant and comparable experience on similar projects.

Proposals will be scored and ranked by the RFP Review Committee as follows:

Criteria	Total Points Possible
Project Understanding	25
Approach	25
Cost Effectiveness	25
Qualifications and Comparable Experience	25

4. Proposal Requirements

Proposals shall contain the following items:

1. Introductory Letter:

The introductory letter shall be addressed to the contact identified in Section 2. The letter shall provide the consultant's contact information and list any sub-consultants. (Maximum 2 pages, one sided)

2. Project Understanding:

Provide detailed description of the project understanding and technical approach for completing the work plan and any suggested revisions. Include a list of any unique ideas, innovative approaches and key issues relating to the project. Include any issues that your team believes will require special consideration. The Review Committee will assess the consultant's understanding of all aspects of the project based on the proposed approach and Work Plan. (Maximum 3 pages, one sided)

3 Project Approach and Work Plan:

Describe the approach and work plan that you intend to use to complete the scope of work identified in the Grant Agreement. Note any deviations or additions to the work descriptions that may help clarify work tasks. The work plan shall be sufficiently detailed to provide the basis for preparing a cost proposal. (No page limit)

4 Fee Estimate:

For each task identified in the work plan, break down the fee into labor and expenses. Consultant shall include a current fee schedule that includes hourly rates for key personnel. (Maximum 1page, single sided)

5 Project Schedule:

The project schedule shall be tied to the date of the execution of the contract with the consultant and the Grant Agreement, showing the anticipated completion times for each task. (Maximum of 1page, one sided)

6 Statement of Qualifications and Experience:

The Statement of Qualifications and Experience (Statement) shall describe the consultant's ability and capacity for successfully completing the project. The Statement shall identify the members of the consultant's team and describe each member's role and responsibilities and organization. The Statement shall describe previous project experience relevant to this project and explain how this experience will enable the consultant to deliver high-quality, cost-effective services. The Statement shall also include at least one representative example, in the North Coast region, with similar tasks to those in the Grant Application, which your team has successfully completed. The Statement shall discuss the projected availability of key staff and how the consultant will assure staff continuity and timely work performance. The Statement shall include at least two references (name and telephone number or e-mail address) for the consultant and each sub-consultant. (Maximum 6 pages, one sided)

7. Resumes:

Provide a resume for all key personnel. Resumes should not exceed 2 pages, one sided, per individual.

8 Insurance:

Provide a summary of the consultant's (and sub-consultant's) insurance coverage. Minimum limits and types of insurance (Maximum of 1page, one sided).

5 Schedule

The following schedule indicates the anticipated dates for steps in the consultant selection process. LSCSD reserves the right to modify this schedule as circumstances may require.

1. The RFP will be issued on July 21, 2017.
2. Consultants shall submit proposals to be received by LSCSD by 2:00 p.m. on July 11, 2017.

3. The RFP review committee expects to complete the review process within one week following receipt of proposals.
4. It is expected that the selected consultant will be notified August 18, 2017.
5. Work should be completed by February 1, 2018.

6. **Attachments**

LSCSD and California State Water Resources Control Board Grant Agreement No. D16-04028.

Lake Shastina Community Services District

ADDENDUM TO ENGINEERING AND PLANNING SERVICES REQUEST FOR PROPOSALS

Wastewater System Improvement Project

The following additions and changes to Request for Proposals are made to clarify questions of bidders. The District site is available for walk through and inspections.

Notice to Prospective Bidders:

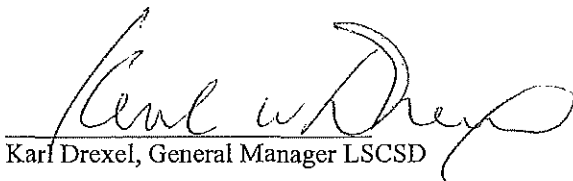
CHANGE: The deadline for submission of proposals is 2:00 p.m. on September 1, 2017. Proposals arriving after the deadline will not be considered.

CHANGE: Questions regarding additional info must be submitted in writing via the contact email given above. Questions will not be answered after August 23, 2017. Responses will be sent to those consultants who have provided email contact information

Scope of Work:

ADD: To Item 8 – Financing Assistance: The proposal will include a Prop 1 Construction Grant Application and all documentation and attachments required by the SWRCB; at least 10% Plans and Specifications and Drawings for a complete Construction Project; Bid Proposals, RFP and pre-project management for a Construction Project to complete the planned project from this Planning and Design phase.

Authorized on July 26, 2017 By:



Karl Drexel, General Manager LSCSD

Questions concerning this addendum shall be directed to:

Karl Drexel, General Manager
Lake Shastina Community Services District
16320 Everhart Drive
Weed CA 96094

The contact may be reached at 707-318-7369 or GeneralManager@lakeshastina.com.

Proposal to Provide Engineering and Planning Services

Wastewater System Improvement Project

Prepared for:



Lake Shastina Community Services District
16320 Everhart Drive
Weed, CA 96094

September 01, 2017

Prepared by:



QA/QC _____



350 Hartnell Ave., Ste B, Redding, CA 96002-1875 • 530-221-5424 • FAX: 530-221-0135 • reddinginfo@shn-engr.com

Reference: 517000.028

September 1, 2017

Lake Shastina Community Services District
16320 Everhart Drive
Weed, CA 96094

Subject: Proposal to Provide Engineering and Planning Services for the Wastewater System Improvements Project, Lake Shastina Community Services District

Dear Interim General Manager:

Thank you for the opportunity to work with the Lake Shastina Community Service District (LSCSD) on its upcoming wastewater system improvements project. After studying the Request for Proposals and through our many years of knowledge of LSCSD's wastewater conditions and discussions with past general managers and staff, we believe that we have a strong grasp of the project and how to help you navigate the proposed scope of work and achieve a successful outcome. In addition to our in-house staff, we are teaming with Richard Sample Engineering (RSE), who will provide electrical engineering services. SHN and RSE have successfully teamed on numerous wastewater projects throughout northern California and we have a good working relationship that will help expedite this project.

You will likely receive a number of proposals from qualified firms and teams who can satisfactorily perform the work. However, the SHN team will provide the best value to LSCSD for three reasons:

- 1. Experience Working with Lake Shastina and Rural California Communities** – Like Lake Shastina, most of SHN’s clients are smaller rural communities, so we intimately understand the types of decisions and trade-offs that you have in your daily deliberations. Like you, these communities need to stretch their funds as much as possible and we help them do that by advocating for practical, non-complex, and cost-effective solutions where possible. Our goal is to find the right fit with each of our clients and not pursue “heroic” solutions that may end up being unsustainable.
- 2. Wastewater Systems Expertise** – SHN has experience providing a wide variety of wastewater collection and treatment services including planning, permitting, and design. We have designed entire wastewater treatment plants, designed upgrades to existing treatment plants and facilities, and developed large and small scale wastewater collection systems. We have also performed flow analyses, capacity analyses, plant operational audits, and sludge management plans. This experience helps SHN in identifying practical solutions when evaluating and upgrading facilities for compliance with current regulations.
- 3. Knowledge of Applications and Acquisition for Grant/Loan Funding** – Much of our work with small communities comes from grant or loan funding, which is frequently limited. We understand the complexities associated with State and Federal funding agencies and respect that there is only so much capital available for projects. SHN has successfully provided assistance to many

communities with grant funding applications, and we take pride in being responsible stewards of our clients funding constraints.

SHN's point-of-contact information for this project is as follows.

Anders Rasmussen, PE
Senior Civil Engineer
SHN Engineers & Geologists
270 Main Street, Suite A
Klamath Falls, OR 97601

Tel: 541-827-7855
Direct: 541-827-7855
Cell: 541-301-0141
Fax: 541-827-7855
Email: arasmussen@shn-engr.com

SHN's Principal-in-charge contact information is provided below:

Mark Chaney
Principal-Regional Manager
SHN Engineers & Geologists
350 Hartnell Avenue, Suite B
Redding, CA 96002-1875

Tel: 530-221-5424
Direct: 530-221-5424 x116
Cell: 530-598-7158
Fax: 530-221-0135
Email: mchaney@shn-engr.com

Thank you again for the opportunity to work with LSCSD. If you have questions about this proposal, please contact either one of us at the contact information shown above at your convenience.

Respectfully,

SHN Engineers & Geologists

Anders Rasmussen

Anders Rasmussen, PE
Project Manager


Mark Chaney
Principal-Regional Manager

AHR/MSD:dl

Enclosure: Proposal

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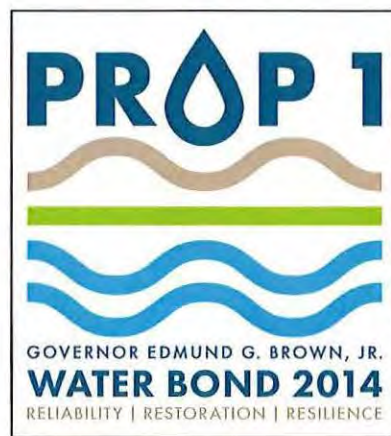
Appendix

A. Team Resumes



Project Understanding

The Lake Shastina Community Services District ("LSCSD") has applied for and received a Proposition 1 Wastewater Planning Grant from the California State Water Resources Control Board (SWRCB). The scope of work associated with this planning grant is detailed in the agreement between LSCSD and the State of California and is intended to address various deficiencies within the wastewater collection and treatment system through engineering studies and preliminary design. In addition, the funding includes provisions for environmental documentation, a rate study, income survey, an energy audit, application for construction funding, and legal/administration expenses.



This proposal will focus on the scope items that will be performed by SHN. Based on information provided in the RFP and discussions with LSCSD staff, it is our understanding that the rate study, income survey, construction funding application, and legal/administration expenses will not be part of SHN's work and will be performed by LSCSD staff and/or others. Therefore, we have not included these services in our proposal.

LSCSD has secured grant funding to make the following improvements:

- Install sludge drying beds;
- Add additional ponds for winter storage and evaporation for redundancy;
- Add a liner to Pond 5;
- Install bypass piping for Lift Stations B-109 and B-110;
- Install a pipeline extension along Tony Lema Drive;
- Install a SCADA alarm and monitoring system for the 15 lift stations, aeration system, and evaporation units;
- Upgrade the existing 15 lift stations;
- Purchase a portable backup generator and install quick connect wiring at each lift station;
- Install new aerators and evaporation units;
- Conduct an energy audit; and
- Install solar panels to offset energy costs.



The engineering work under this Grant is generally only at the planning level, which includes alternatives analysis, site/location evaluation (as appropriate), project cost estimates, preliminary layouts, and recommendations. This work is typically included in a Preliminary Engineering Report.

In accordance with State and Federal requirements, environmental documentation will be prepared to support the recommended improvements. The available schedule provided in the RFP will likely present some challenges with respect to field work for biological surveys and may require an alternative approach. This is discussed further in the Project Approach.

LSCSD was able to obtain funding within the Planning Grant for preparation of 90% design plans and specification for the bypass piping for lift stations B-109 and B-110 and for the pipeline extension along Tony Lema Drive.

LSCSD will be applying for funding for construction and final design for the various improvements using information developed for the Preliminary Engineering Report.

Project Approach and Work Plan

SHN's proposed work plan for the requested services is based on review of the scope of work shown in Section 1 of the RFP and in the agreement between LSCSD and the State. There are some discrepancies between the two scopes, and SHN has taken a conservative approach for the work plan in order to develop the fee estimates shown in the next section. As stated in the Project Understanding, certain scope tasks listed in the RFP are not included in our work, as it is assumed that those tasks will be performed by LSCSD staff and/or by others.

Our general approach is to maintain a small project team in order to minimize costs, knowing that additional technical staff are available if needed to maintain schedule. The schedule presented in the RFP is very aggressive and may require modification and/or alternative approaches as discussed within each task below.



Task 100: Environmental Documentation (State Agreement Scope Item No. 1)

SHN will prepare a Draft and Final Initial Study/Mitigated Negative Declaration for the selected alternatives outlined in the Preliminary Engineering Report (Task 200) and Solar Study (Task 500). Anticipated special studies include special status botanical and wildlife, wetlands, and cultural & historical resources.

The proposed schedule requirements outlined in the RFP will likely present challenges to performing field work for the biological studies. Fall and winter are not the ideal times to perform such field work; however, SHN has completed other CEQA work within the LSCSD boundaries for both LSCSD and private projects, and to date we have not encountered significant issues with listed species. Therefore, we do not believe that listed species will be a constraint for project development. SHN will evaluate listed species early in the project development to determine the specific likelihood for listed species to be present at the site(s) and provide the LSCSD with alternatives if needed to advance the individual projects.



Task 200: Preliminary Engineering Report (State Agreement Scope Item Nos. 2, 3, and 4)

SHN will prepare a draft and final Preliminary Engineering Report (PER) that reviews existing conditions and evaluates alternatives for the desired improvements listed under the Project Understanding section. The energy audit and solar study are separate from the PER and are performed under Task 500. SCADA system alternatives analysis, recommendations, and conceptual design will be performed separate from the PER under Task 600.

SHN will conduct detailed site visits and review existing facility information in order to provide relevant alternatives and recommendations. The PER will include preliminary cost estimates and discussion of non-monetary factors, which can have significant impact on alternative selection.



Task 300: Tony Lema Drive Sewer Extension 90% Design (State Agreement Scope Item No. 6)

Upon LSCSD approval of the recommended alternative presented in the PER under Task 200, SHN will prepare 90% design plans and specifications for the Tony Lema Drive sewer extension. This task will include topographic and utility survey of the proposed alignment, 30% plans for use in Construction Funding Application, 60% plans for LSCSD review, and 90% plans and specifications. The intent would be to have the plans and specifications ready for bidding purposes upon receipt of construction funding. SHN would not be responsible for front-end bidding and contract documents under this task; this would be completed under the construction funding.



Task 400: B-109 and B-110 Bypass Piping 90% Design (State Agreement Scope Item No. 7)

Upon LSCSD approval of the recommended alternative presented in the PER under Task 200, SHN will prepare 90% design plans and specifications for bypass piping for Lift Stations B-109 and B-110. This task will include topographic and utility survey of the proposed alignment, 30% plans for use in Construction Funding Application, 60% plans for LSCSD review, and 90% plans and specifications. The intent would be to have the plans and specifications ready for bidding purposes upon receipt of construction funding. SHN would not be responsible for front-end bidding and contract documents under this task; this would be completed under the construction funding.



Task 500: Energy Audit and Solar Study (State Agreement Scope Item No. 8)

SHN will review electrical energy usage by LSCSD based on historical billing records. We will note any apparent abnormal usage which could indicate the need to replace or repair equipment. The energy audit will be summarized in a brief technical memorandum.

Solar power can be used either directly at the electrical need (e.g., a pump station) or through an array which provides power to the grid and thereby offsets electrical costs. SHN will evaluate both options. Once confirmed, SHN will evaluate the best site and size for the solar array. The Solar Study Report will present the alternatives investigated, the recommended alternative, along with capital costs and projected return on investment (ROI)



Task 600: SCADA Conceptual Design (State Agreement Scope Item No. 8)

SHN will review readily available packaged SCADA systems for use with the lift stations and various processes at the wastewater treatment facility in order to allow an operator to monitor the system and receive alarms remotely. SHN will recommend the best alternative suited for LSCSD's system. The alternatives analysis and recommendations will be provided in a brief technical memorandum.

Fee Estimate

Estimated fees by task are provided in the table below.

Wastewater System Improvement Project Fee Estimate			
Task No.	Task Title	Estimated Fee ^{1,2}	Grant Budget
100	Environmental Documentation	\$95,000	\$105,000
200	Preliminary Engineering Report	\$129,000	\$135,000
300	Tony Lema Drive Sewer Extension 90% Design	\$39,000	\$45,000
400	B-109 and B-110 Bypass Piping 90% Design	\$49,000	\$55,000
500	Energy Audit and Solar Study	\$20,000	\$22,500 ³
600	SCADA Conceptual Design	\$19,000	\$22,500 ³
<ol style="list-style-type: none"> 1. Fee is based on conservative assumptions regarding scope (as described in the Work Plan). 2. Expenses are approximately 1.5-2% of overall costs. 3. The Proposition 1 Grant funding for these two items is \$45,000, which was arbitrarily split in half between the two tasks. 			

As requested in the RFP, our team's hourly rates are provided below.

Wastewater System Improvement Project Key Personnel Hourly Rates		
Team Member	Project Role	Hourly Rate
Anders Rasmussen, PE	Project Manager, Lead Project Engineer	\$130 / Hour
Mike Foget, PE	Quality Assurance/ Quality Control	\$160 / Hour
Mark Chaney	Environmental Documentation Lead	\$140 / Hour
Eric Schneider, PE	Project Engineer	\$140 / Hour
Chuck Swanson, EIT	Staff Engineer	\$100 / Hour
Richard Sample, PE	Electrical Engineer	\$155 / Hour

Project Schedule

The schedule presented below is based on a Notice to Proceed dated on or about October 2, 2017, with all work completed by March 31, 2018, in order to provide LSCSD adequate time to close out the overall project by the State's project completion date of May 31, 2018. As stated in the Project Approach, this schedule may present challenges with respect to the environmental documentation. Work on all tasks requiring environmental documentation would begin right after Notice to Proceed in order to allow for fall field work. While LSCSD could request a reasonable extension of the project completion date, the State is unlikely to extend that date because Proposition 1 funds are anticipated to be expended at the State level within the next year.

The dates shown are submittal dates to the State. Interim submittal dates for LSCSD review are not shown and will be defined during contract negotiations.

Wastewater System Improvement Project Proposed Schedule			
Task No.	Task Title	Draft Due Date	Final Due Date
100	Environmental Documentation	12/31/2017	03/01/2018
200	Preliminary Engineering Report	01/20/2018	02/28/2018
300	Tony Lema Drive Sewer Extension 90% Design	02/28/2018	03/31/2018
400	B-109 and B-110 Bypass Piping 90% Design	02/28/2018	03/31/2018
500	Energy Audit and Solar Study	12/15/2017	01/20/2017
600	SCADA Conceptual Design	12/15/2017	01/20/2017

Statement of Qualifications and Experience

SHN Engineers & Geologists (SHN) is a multi-disciplinary, full-service engineering firm providing civil engineering, environmental, geosciences, planning/permitting, survey, and materials testing and inspection services throughout northern California and southern Oregon. Founded in 1979, SHN has more than 90 professionals of diverse talents, education, training, and backgrounds to serve its clients from the firm's multiple offices in northern California and southern Oregon. In addition, SHN has enjoyed a working relationship with LSCSD spanning more than seven years and has included various engineering, environmental, and planning services for water, wastewater, and grant funding projects.

Richard Sample Engineering (RSE) is a sole proprietorship electrical consulting engineering business started in 1990, serving clients in the design of municipal water and wastewater projects. As owner and project engineer, Richard Sample brings 40 years of consulting engineering experience, 27 of which have been in the municipal field. Richard's related experience includes the design of over 100 pump stations for cities and water and wastewater districts in the Pacific Northwest. He has extensive experience in the design of projects involving detailed site-specific coordination. His experience also includes the design of 60 standby support systems with portable or permanent generators ranging in size from 25 to 500KW.

The following graphic presents a brief summary illustrating the SHN team's strengths and experience related to the proposed project:



Project Team, Roles, and Responsibilities

The following table presents information describing our project team, roles, and responsibilities. Brief resumes that summarize qualifications, licenses, and experience are provided in Appendix A.

SHN Project Team Roles and Responsibilities		
Team Member and Years of Experience	Project Role	Project Responsibilities
Anders Rasmussen, PE (21 years of experience)	Project Manager, Lead Project Engineer	<ul style="list-style-type: none"> Project Management Lead Project Engineer for PER
Mike Foget, PE (25 years of experience)	Quality Assurance/ Quality Control	<ul style="list-style-type: none"> QA/QC of Project Review of Deliverables
Mark Chaney (30 years of experience)	Principal-in-Charge, Environmental Documentation Lead	<ul style="list-style-type: none"> Contract Oversight Lead for Environmental Documentation
Eric Schneider, PE (15 years of experience)	Project Engineer	<ul style="list-style-type: none"> Lead Design Engineer for bypass piping and sewer extension design
Chuck Swanson, EIT (5 years of experience)	Staff Engineer	<ul style="list-style-type: none"> Assist with PER
Richard Sample, PE (40 years of experience)	Electrical Engineer	<ul style="list-style-type: none"> Electrical/SCADA system evaluation Lead for Energy Audit and Solar Study SCADA conceptual design

Availability

Prior to each promotional effort, SHN completes a process to determine if the SHN team has the capacity to absorb any potential new projects. SHN also conducts weekly and monthly scheduling meetings (by discipline) to discuss allocation of company resources for its projects. SHN has reviewed this project, it's anticipated deliverables, and our team's proposed schedule, and we are able to meet this commitment.

High-Quality and Cost Effective Services

The SHN team has provided efficient cost-effective solutions for wastewater improvement/rehabilitation projects for more than 38 years. This experience helps SHN in identifying practical solutions when evaluating and upgrading facilities for compliance with current regulations. Several of these projects have been recognized throughout the industry and received awards from the North Coast Chapter of American Society of Civil Engineers (ASCE), California Water Environment Association, and the Pacific Northwest Clean Water Association.

The following pages presents our experience working with our latest Proposition 1 project (Fort Jones), in addition to our previous services for LSCSD, and a brief list of additional projects relevant to this RFP.

WWTF Grant Funding, Engineering, and Permitting, Town of Ft. Jones, CA (2014-Ongoing)

The Town of Fort Jones was notified by the North Coast RWQCB that their wastewater treatment facility would need to have updated Waste Discharge Requirements, which included development of an Antidegradation Analysis. At the time SHN came on-board to assist the Town, there was little information regarding wastewater effluent quality, no active flow monitoring, and minimal reporting to the RWQCB as required under their existing permit from the 1990s.

SHN secured new Waste Discharge Requirements from the North Coast RWQCB in 2014 for the Towns' facility. SHN's wastewater engineers and planning staff worked with RWQCB staff to craft new WDR's that would allow the Town to continue to utilize their existing wastewater facility while coming into compliance with new operating requirements, and allowed the Town time to develop information for the future development of the Antidegradation Analysis.



Fort Jones recently installed a flow meter to provide valuable data for use in upgrade the treatment facility.

SHN followed up the new permit by developing a modern flow measurement and monitoring system, had the Town staff repair and reinstall the flow monitoring equipment at a new location near the facility headworks, and coordinated with the Town staff in systematically getting data on wastewater effluent. SHN currently prepares quarterly and annual monitoring and reporting programs for the Town so that they do not have to worry about late reports, missing data, and other technical reporting issues.

In order to pay for the needed improvements, SHN prepared a grant application package and related information for project funding by the State Water Resources Control Board. SHN prepared a detailed engineering study plan, project budget, detailed schedule and grant application package, for funding of over \$400,000. Elements of the study plan include:

- **Sewer System Evaluation Study (SSES)**
- **Facility Plan**
- **Environmental Evaluation (CEQA)**
- **Land and Right-of-Way Acquisition**
- **Income Survey**
- **Rate Study**
- **Construction Grant Application**

The Town was successful in securing the grant funding and SHN has completed the SSES and is currently developing preliminary engineering alternatives for a new wastewater treatment facility as part of the Facility Plan. Once the Draft Facility Plan is completed, SHN will finalize the CEQA documentation and other studies, with estimates for completion of the planning grant in late 2018.

District Engineering Services for Water/Wastewater, Lake Shastina CSD (2010-Ongoing)

SHN has been providing District engineering services to LSCSD since 2010 when we provided wastewater design and investigation services as part of the LSCSD's development of their wastewater treatment facility expansion through new ponds. Since that time, SHN has worked for LSCSD to provide groundwater monitoring wells for the wastewater facility; collaborated with LSCSD staff on water system evaluations; provided recommendations for water tank maintenance and upgrades, sewer lift station design, drinking water well rehabilitation, and a variety of other services including planning and development of environmental documents for compliance with CEQA.

Highlights of our more significant work for LSCSD is shown below.

Wastewater Mixing Zone Study

SHN developed a mixing zone study for LSCSD as part of their wastewater treatment facility expansion project. At the time, the Regional Water Quality Control Board (RWQCB) was requiring all new ponds to have double liners, which more than doubled the cost of development of that aspect of the project. SHN had been successful in developing 'mixing zone studies' of the groundwater at other wastewater facilities to show that there was no need for a double liner based on site conditions and current construction practices. SHN engineering and geology staff evaluated soils and the local geology at the site and provided a detailed mixing zone study to the RWQCB showing that there were no adverse impacts to groundwater from the proposed new pond system with a single liner. As a result, LSCSD was able to implement the project with the single liner, saving significant money for LSCSD and rate-payers.

Groundwater Monitoring and Assessment Plan

SHN was retained to develop a Groundwater Monitoring and Assessment plan to meet the RWQCB's requirements as part of new Waste Discharge Requirements for the LSCSD's wastewater treatment facility. As part of this work, SHN's environmental geology staff located and installed required monitoring wells at LSCSD's wastewater treatment facility to evaluate up-gradient and down-gradient water quality for on-going monitoring around the site. SHN coordinated all aspects of the project for LSCSD, including developing the type and location of the monitoring

wells, contracting with the drilling company and overseeing the wells construction and then providing initial well development and groundwater sampling and laboratory analysis. After the initial rounds of groundwater sampling and compliance monitoring for the RWQCB, SHN staff trained LSCSD wastewater staff on the proper procedures for sampling and protocols for laboratory analysis and reporting.



SHN investigating an existing LSCSD manhole.

Wastewater On-call Services

SHN provided general consulting services to LSCSD for continued development of their wastewater treatment facility and compliance with waste discharge requirements from the RWQCB. As part of our work, SHN provided guidance for implantation of the WDR's and evaluated existing groundwater wells as the facility to determine feasibility for use in monitoring. After it was determined that the existing well was not available for use as a monitoring well, SHN recommended an alternative location for a new well and provided full-service installation and setup with LSCSD taking over monitoring as part of their regular work.



SHN supervised the monitoring well installation at the Lake Shastina wastewater treatment facility.

Water Well Specifications

SHN's engineering group provided LSCSD with specifications for replacement of an existing drinking water well, including engineers cost estimates, contract specifications, and review of contract documents.

New Water Well Environmental Planning

SHN's planning and biological group worked with LSCSD to locate new sites for new groundwater wells to augment the District's drinking water supply and then provide CEQA planning services to prepare the project for implementation. SHN evaluated two sites, provided biological and archaeological investigations, and prepared Draft Mitigated Negative Declaration documents. Also as part of this project, SHN provided guidance to LSCSD on connections of any new well to the current water supply system and outlined the required permits, testing and analysis that would be needed by the California Department of Drinking Water (DDW). Due to changes at the LSCSD and re-evaluation of the program, the project was put on-hold until a future date.

Wastewater Lift Station Consultation Services

SHN worked with the LSCSD's General Manager to evaluate selected wastewater lift stations that were in poor condition and needed significant upgrades. SHN evaluated the facilities for system design, operational safety, maintenance efficiency, redundancy and electrical and control systems. SHN provided engineering design cost estimates and probable construction cost estimates for LSCSD to use in future facility planning and budgeting.

Drinking Water Grant Support Services

During development of a grant from DDW, SHN was contacted by LSCSD to provide review of the District's grant application and assist with responding to the DDW staff comments and additional information requests. SHN worked with the LSCSD General Manager to evaluate comments and then provided responses to the DDW staff with additional information. As a result of SHN's work, LSCSD received grant funding for approximately \$500,000 for the investigations and design of drinking water supplies, pipelines, water tanks and control systems.

Additional Relevant Projects and Project References

- (Proposition 1 Funded) Wastewater Planning and Facility Improvements, Loleta CSD, CA
- Wastewater Planning Funding Application Assistance, City of Alturas, CA
- WDR Assistance and Wastewater Funding Application Assistance, City of Etna, CA
- Wastewater Preliminary Engineering Report, Falcon Heights Water and Sewer District, OR
- WWTP Improvements, Town of Butte Falls, OR
- Sewerline Replacement, Humboldt CSD, CA
- WWTP Improvements, City of Blue Lake, CA
- Wastewater Infrastructure Improvements, Town of Scotia, CA
- Collection System Improvements, City of Eureka, CA
- Compliance and Wastewater Design Services, Mendocino City CSD, CA
- Electrical Engineering for Well Station Nos. 1 and 3 Improvements, City of Tulalake, CA
- Electrical Engineering for Lundbar Booster Pump Station Upgrade, City of Eureka, CA



Through analysis of existing data analysis, investigative techniques, and GIS, SHN conveyed a visual depiction of Loleta CSD's pipe locations and their respective status.

WWTF Grant Funding, Engineering, and Permitting, Town of Fort Jones, CA

Ken Smith, Manager
Town of Fort Jones
530-468-2281

Wastewater Planning and Facility Improvements, Loleta CSD, CA

Marcus Drumm, General Manager
Loleta Community Services District
707-733-1717

Why SHN?

We hope that our submittal conveys the SHN team's enthusiasm for this opportunity to continue to serve LSCSD and provide solutions for its wastewater projects. We believe that we are the ideal team for this project for the following reasons:

- We have enjoyed a seven-year relationship with LSCSD and we are very familiar with the District's wastewater system.
- Because a large percentage of our client base are small communities, we understand the challenges that those populations face and we strive to be responsible stewards of their financial resources.
- SHN is currently providing engineering/planning services for another nearby Proposition 1 funded project (Town of Fort Jones) and we understand how Proposition 1 projects are implemented.

Insurance

As requested in the RFP, SHN's insurance certificate is attached on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/23/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Van Oppen & Co. 2, Inc. VOCO 2 Insurance & Risk Control Services P.O. Box 793 Teton Village WY 83025	CONTACT NAME: Brenda Todd PHONE (A/C, No, Ext): 800-746-0048 E-MAIL ADDRESS: service@vanoppenco2.com FAX (A/C, No):														
INSURED SHNCO-1 SHN Consulting Engineers & Geologists, Inc. 812 W. Wabash Eureka CA 95501	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A : Beazley - Loyds 2623/623</td><td></td></tr><tr><td>INSURER B : Endurance Risk Solutions</td><td>43630</td></tr><tr><td>INSURER C : Travelers Property Casualty Co</td><td>25674</td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Beazley - Loyds 2623/623		INSURER B : Endurance Risk Solutions	43630	INSURER C : Travelers Property Casualty Co	25674	INSURER D :		INSURER E :		INSURER F :	
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COVERAGES **CERTIFICATE NUMBER: 804656000** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CPL (Pollution) GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	ENC0000232-01.	7/1/2017	7/1/2018 EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COM/PO AGG \$2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	BA-9F03256A	7/1/2017	7/1/2018 COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0	Y	Y	EXC10004074204	7/1/2017	7/1/2018 EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 XS of GL/AL/EL \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	UB-9F067903	7/1/2017	7/1/2018 <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability "Claims Made" Subject to GL Aggregate			ENC0000232-01.	7/1/2017	7/1/2018 Each Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

General Information Only

CERTIFICATE HOLDER General Information Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Appendix A

Team Resumes

Distinguishing Qualifications

- Water resources engineering, hydrology and hydraulics
- Water/wastewater planning and design
- Stormwater treatment and design
- Experienced with alternative delivery methods
- Modeling expertise for hydrology, hydraulics, and water quality
- General civil engineering

Years of Experience: 21

With SHN: 5

Education

M.S., Civil Engineering,
University of Minnesota;
1996

B.S., Civil Engineering,
University of the Pacific;
1993

Professional Registrations

Registered Professional
Engineer, Civil, OR #
62601PE

Registered Professional
Engineer, Civil, CA #C-
58184

Memberships

- American Society of Civil Engineers
- South Suburban Sanitary District, Budget Committee Member
- Civil Engineering Department Industrial Advisory Council, Oregon Institute of Technology



Anders H. Rasmussen, P.E.

Senior Civil Engineer/Project Manager

Relevant Experience

Mr. Rasmussen has 21 years of experience in water resources, drinking water, wastewater, environmental restoration, general civil/site design, and regulatory compliance. Specific areas of expertise include project management; master planning and studies, including economic analysis; conceptual, preliminary, and final design for design/bid/build, CM/GC, and design/build projects; construction observation/management; stormwater management; water/wastewater; water quality, hydrologic, and hydraulic modeling; site design; and regulatory compliance.

Representative Wastewater Project Experience

Town of Fort Jones, Wastewater Planning Study, Fort Jones, CA. Project Engineer for Proposition 1-funded wastewater planning grant. Project tasks will include Sanitary Sewer Evaluation Study and Preliminary Engineering Report for wastewater treatment facility upgrades. Project has recently begun and will continue in 2017.

Town of Fort Jones, Wastewater Compliance Assistance, Fort Jones, CA. Provided technical assistance to the Town of Fort Jones for compliance issues related to NPDES/WDR discharge requirements. Tasks included reviewing flow monitoring data, self monitoring reports, and Prop 1 grant funding application.

Falcon Heights Water and Sewer District, Wastewater Preliminary Engineering Report, Klamath Falls, OR. Recently prepared a Preliminary Engineering Report for a Special District to investigate stand-alone wastewater treatment alternatives to rehabilitation the existing system that ties to an adjacent agency. Currently assisting with obtaining project funding.

City of Alturas, Wastewater Funding Application and Study Plan, Alturas, CA. Prepared a Wastewater Facility Study Plan for a Proposition 1 Planning Grant to investigate land application alternatives for the wastewater treatment plant effluent. Also currently assisting the City with the funding application.

City of Medford Water Reclamation Division, Trickling Filter Pump Station Improvements Pre-Design, Central Point, OR. Prepared pre-design report that investigated and recommended pump upgrades to the trickling filter pump station at the Medford Regional Water Reclamation Facility.

Cal-Ore Produce, Septic System Upgrade, Tulelake, CA. Project manager for septic system upgrade at potato packing facility. Assisted with design and construction oversight.

Rescon, Hilyard Avenue Waterline/Sewer Extension. Project manager and design engineer for 665-ft waterline extension and 835-ft sanitary sewer extension to serve a new development.

City of Etna, Sewer System Management Plan and WDR Assistance, Etna, CA. Prepared a sewer system management plan and hydrogeologic study plan for the City of Etna to meet regulatory requirements. Continuing to provide waste discharge requirement (WDR) compliance assistance. Currently assisting the City with Prop 1 wastewater planning grant application.

City of Klamath Falls, Stewart/Lennox Basin Wastewater Collection System Analysis, Klamath Falls, OR. Performed modeling using H2OMap Sewer to analyze additional capacity of existing wastewater collection system for a particular subbasin.

City of Klamath Falls, Wastewater Collection System Master Plan Update, Klamath Falls, OR. Prepared update to City's Wastewater Collection System Master Plan. Modeling was performed using H2OMap Sewer. Additional tasks included review of flow monitoring data, and field observation of flows.

City of Klamath Falls, Wastewater Collection System Modeling On-Call, Klamath Falls, OR. Currently assisting the City as needed with wastewater collection system modeling for proposed developments and related capacity questions.

City of Klamath Falls, Link River Lift Station Valve Replacement Project, Klamath Falls, OR. Currently preparing bid documents for valve replacement project at a wastewater pump station that includes a bypass pump station, flow meter, and repair of coating in the drywell.

City of Klamath Falls, Peer Review of Spring Street STP Facilities Plan, Klamath Falls, OR. Assisted with peer review of the 2008 draft Facilities Plan by CDM for the City's wastewater treatment plant. Was primary author of Peer Review report.

City of Klamath Falls, Wastewater System Development Charge Study, Klamath Falls, OR. Local liaison for a study to update the City's system development charge for wastewater. Presented findings to City Council.

City of Wilsonville, Wilsonville Filter Backwash System, Wilsonville, OR. Project Engineer for design of upgrade of a package pump station. Tasks included construction inspection.

Distinguishing Qualifications

- LEED Accredited Professional, Green building Certification Institute
- CWEA Innovative Engineering Achievement Award, 2001
- ASCE, North Coast Branch, Project of the Year, 2004
- ACEC California Engineering Honor Award, 2013
- CWEA North Coast Chapter, WWTP of the Year, 2013, 2015
- Humboldt State Wetlands Workshop Use of Constructed Wetlands for Water Quality Management
- Cascadia Center for Leadership, 10-Day Leadership Program, Spring, 2003

Years of Experience: 25

With SHN: 20

Education

M.S., Environmental Engineering; Washington State University, Pullman, WA; 1992

B.S., Environmental Resources Engineering; Humboldt State University, Arcata, CA; 1989

Professional Registrations

California Registered Professional Engineer, Civil; 1995 #C 054123

Oregon Registered Professional Engineer, Civil; 2002 #71067PE

Leadership in Energy and Environmental Design, Accredited Professional, 2009

Qualified QSD/ QSP
#00315



Mike Foget, P.E., LEED AP

Quality Assurance/Quality Control

Relevant Experience

Mr. Foget has more than 25 years of experience in civil and consulting engineering for both public agencies and private sector clients. He has been responsible for design, review, and completion of a wide range of engineering projects, including municipal utility projects. He has prepared conceptual designs, construction plans, and specifications; specified equipment and materials, and supervised contractor installation of lineal infrastructure. His design engineering experience includes wastewater treatment facilities, stormwater drainage, construction management, and analysis of drainage facilities for stormwater. Mr. Foget has secured and managed multiple State- and Federally-funded infrastructure projects.

Representative Projects

Sanitary Sewer Evaluation, Loleta Community Services District, Loleta, CA. Project manager for a sanitary sewer evaluation for the purposes of addressing compliance related to the District's existing wastewater treatment facility, addressing inflow and infiltration, and developing a long-term plan for effluent disposal. Project responsibilities include reviewing historical data, and developing a system using GIS to prioritize repair of the collection system., Oversaw field assessment of existing sewer line including smoke testing, manhole inspections, and wet weather 'flow poking.'

Town of Scotia Infrastructure Improvements, Town of Scotia LLC, Scotia, CA. Project manager for detailed engineering analysis of existing infrastructure, preparation of plans and specifications, and construction management of the realignment of the wet utilities throughout town, including water, wastewater, and stormwater; and repair of roads, sidewalks, and ADA compliant facilities as part of a \$20 million infrastructure improvement project in a historically significant timber and mill town that was built in the late 1800s. Additional relevant work performed includes hydraulic modeling of storm, drinking water, and wastewater collection/distribution systems.

Rate Studies and Benefit Assessment, Scotia Community Services District, Scotia, CA. Project Manager overseeing the development of rate studies for both water and wastewater and benefit assessment reports for streets and lighting, fire protection, storm drainage, and parks and recreation. Oversaw the preparation of the comprehensive user fee and benefit assessment report. SHN worked with the Scotia CSD to develop rates to meet the needs of the District and the rate payers.

City Engineer, City of Blue Lake, CA. Completed compliance audit for the WWTP, working with the RWQCB for a revised WDR permit, coordinated industrial discharge permits, prepared a water rate analysis, facilitated the Prop 218 process for fee increase, and oversaw the design and construction of the WWTP upgrades, including preparing plans and specifications for levee repair at the WWTP. Duties include subdivision development plan review and acceptance, capital improvement project design team responsibilities, construction inspection duties, and day-to-day involvement in technical and nontechnical aspects of City operation. **The WWTP facility received the 2015 CWEA WWTP of the Year Award.**

Redwood Marine Terminal II Planning and Feasibility-Level Report, Samoa, CA. Project manager. The report analyzed potential reuse of existing and wastewater infrastructure located at the Redwood Marine Terminal II (RMT II). The reuse of the existing infrastructure at RMT II can serve as a possible benefit to the communities on the Samoa Peninsula and Humboldt Bay through economic development (such as aquaculture and a cost-effective method for processing dredge spoils). The report evaluated key assets at the RMT II site, including an industrial water filtration system with a 30 million gallon per day capacity; an ocean outfall that is 1.5 miles in length; and a large domestic wastewater system. The study also evaluated various possible future uses and reuse options.

Proposed Community Services District Formation and Subdivision, Town of Scotia Program EIR, Scotia, CA. Project Manager. Civil engineering services included Scotia infrastructure assessment, PALCO municipal services review, PALCO plan of service, LAFCo application for CSD formation, CEQA initial study and draft EIR for CSD formation and subdivision of Scotia, Scotia CSD financial rate analysis, flood hazards analysis, drainage and storm water Compliance Including oversight of preparation of SWPPP, SPCC, and Cal-ERP documents, site safety plans, and air and noise monitoring.

Distinguishing Qualifications

- Project manager on a wide range of projects including Environmental Planning and Restoration, Municipal Civil Design, Contaminated Site Remediation, Geology, and Land Use Planning
- Quality assurance on environmental documents for projects on private and public lands
- Strong working relationship with Federal, State, and County lead agencies
- History of providing management and completion of fast-track and emergency repair projects
- Able to interpret and implement regulations affecting program administration and project development

Years of Experience: 35

With SHN: 18

Director, SHN Board of Directors

Education

B.S. Forestry with an emphasis in Forest Resource Management, Humboldt State University, Arcata

Undergraduate (Civil Engineering) California State Polytechnic University, Pomona

Memberships

American Planning Association

American Water Works Association

Non-Profit Associations

Board Member-Redding Chamber of Commerce

President, Redding West Rotary Club

Shasta Ignite-Workforce Development Group

Mark Chaney

Senior Environmental Scientist

Relevant Experience

Mr. Chaney has over 30 years of experience as an environmental scientist and project manager for private, local, state, and federal projects. He has significant experience and specialized skills in development and management of large and complex projects that involve multiple specialty disciplines that have their own unique development goals. Mr. Chaney has been involved in the development of public works, transportation, forestry, wetland and stream restoration, commercial and residential development projects that have required significant environmental permitting, and development of complex NEPA documentation for projects in Oregon and both NEPA and CEQA documentation in California.

Mr. Chaney specializes in managing interdisciplinary projects where his significant experience can provide the project team and Clients with an early roadmap of project development, identifying potential problem areas and providing a strategy for creating solutions early. He has been intimately involved with the direction and oversight for consultation with agencies such as US Fish and Wildlife Service, National Marine Fisheries Service, Bureau of Land Management, US Forest Service, Federal Highways Administration, Army Corps of Engineers, and various state and county governments and local agencies.

He is well respected for his ability to manage controversial projects and reach compromise with diverse groups of federal, state, and local agencies, and the public. Mr. Chaney has used his skill as a mediator to help settle numerous disputes between agencies and the public.

Representative Projects

Public Works Projects. Project Manager and team leader for various public works, roadway and facility development projects including overall project management, consultant coordination, QA/QC. A partial list of some of his recent projects includes:

- Town of Fort Jones Prop 1 CWSRF WWTP Funding, Fort Jones, CA
- City of Etna, Sanitary Sewer Management Plan, Etna, CA
- Town of Fort Jones WWTF WDR, Wastewater Collection System and Facility Upgrades, Fort Jones, CA
- City of Etna WWTF WDR and System Evaluations, Etna, CA
- City of Coos Bay WWTP Replacement Project, Coos Bay, OR
- City of Etna Drinking Water Pipeline project, Etna, CA
- Myrtle Creek Water Treatment Plant and Intake Project, Myrtle Creek, OR



- Oak Hill Sanitary District Improvements, Douglas County, OR
- Lake Shastina CSD Wastewater System WDR, Siskiyou County, CA
- Butte Falls Wastewater System Replacement Project, Butte Falls, OR
- Clear Creek WWTP Upgrade, Redding, CA
- City of Port Orford WWTP Upgrade, Port Orford, OR
- North Market Sewer Force Main HDD Project, Redding, CA
- Hubbard Creek Water System Improvements, Port Orford, OR
- Hayfork Community Water System, Hayfork, CA

Environmental Planning and Documentation. Principal environmental document preparer, team leader, project manager and QA/QC for various development projects requiring state and federal oversight and detailed environmental documentation. A partial list of projects includes:

- Fort Jones Prop 1 WWTF CEQA documentation, Fort Jones, CA
- Wild Diamond Vineyard EIR, Lake County, CA
- Muddy Slough Bridges Environmental, Lassen County, CA
- Mendocino City Community Services District Wastewater Facility NEPA/CEQA and Water Reuse, Mendocino, CA
- City of Coos Bay Wastewater Treatment Facility and Collection System Expansion, NEPA-EA and Oregon-DEQ, Coos Bay, OR
- City of Myrtle Creek Water System (DHS ER), Myrtle Creek, OR
- Karuk Tribe-Orleans Health/Wellness Center (HUD EA), Orleans, CA
- Susanville Indian Rancheria Roads (BIA EA), Susanville, CA
- Oak Hill Sanitary District Improvements (USDA EA), Wilbur, OR
- Hubbard Creek Water System Improvement Project (USDA EA), City of Port Orford OR
- Karuk Tribe-Evans Fee-to-Trust (BIA/HUD EA), Happy Camp, CA
- Karuk Tribe-Yreka Housing (BIA/HUD EA), Yreka, CA
- Wedderburn Sanitary District (USDA EA), Gold Beach, OR
- Butte Falls Wastewater System Replacement (USDA EA), Butte Falls, OR
- West Central Landfill (CEQA EIR), Shasta County, CA
- Ash Creek Bridge Replacement Project (CEQA), Siskiyou County, CA
- Anderson Landfill (CEQA), Anderson, CA
- West Squaw Creek Use Attainability Analysis, Shasta-Trinity National Forest, Redding, CA
- Gottville Fire Salvage Timber Harvest, Klamath National Forest, (USDA EA), Yreka, CA
- Lake Siskiyou Conservation Management Plan, Mt. Shasta, CA
- Yreka Bike and Pedestrian Path Project (CEQA), Yreka, CA
- Merritt Road Bridge Replacement Project (CEQA), Lake County, CA
- Young's Dam Fish Ladder Construction (CEQA MND), Etna, CA
- Makenze Dam (CEQA MND), Shasta County, CA
- High Bar Placer Mine (USDA EA), Forks of Salmon, CA

Areas of Expertise

- Solid waste design and permitting for Class I and III landfills in California
- SPCC site assessments, document preparation and regulatory compliance
- Construction site development projects and preparation of regulatory documents
- Stormwater site development and planning, management, and regulatory compliance

Years of Experience: 16

Years with SHN: 2

Education

B.S., Civil Engineering;
California State University at
Chico, CA; 2001

Professional Registrations

P.E. #69219, California; 2006

Qualified Storm Developer
(QSD), #25100

HAZWOPER 40-hour and 8-
hour refresher course

Memberships

Solid Waste Association of
North America (SWANA); since
2010

American Exploration & Mining
Association (AEMA); since 2013

Eric Schneider, PE, QSD

Senior Civil Engineer

Relevant Experience

Mr. Schneider is a registered Professional Engineer with a background in civil engineering. He has provided engineering and construction support on a variety of civil engineering and solid waste projects such as site development, site grading, utility location, sewer system layout, overall site erosion control, site roadway design, hydraulic design, CQA, and topographic surveying.

Mr. Schneider has experience preparing design packages such as construction drawings, specifications, CQA manual, cost estimates and bid document support for client use. He prepares supporting documentation for general civil site development projects for obtaining permits for construction. He has designed and permitted for Class I and III landfills. He has also been involved with the preparation of Storm Water Pollution Prevention Plans, Spill Prevention Plans, and Control and Counter Measure Plans for various private facilities.

Representative Projects

Wastewater Pipeline Design, City of Shasta Lake, CA. Design engineer for the development of a new wastewater force main, including connections to the existing pump station. Project features included upgrading pipeline to meet 20-year wastewater projections, pipe type analysis, alignment, construction specifications, engineers cost estimates and assistance on bidding documents. Provided periodic inspections of the project and developed Record Drawings.

Erosion Control and Storm Water Construction Inspection, Bureau of Land Management, Redding, CA. QSD. Tasks include development and implementation of erosion control best management practices (BMPs) for grading activities of a three acre site development, storm event inspection, sampling, reporting, and liaison between contractor and city inspectors.

SPCC; Bangor Rock, LLC; Bangor, CA. Senior Engineer. Developed a SPCC for a rock quarry site with multiple above ground storage tanks. Prepared guidance documents for the owner to have storage tank integrity testing performed, prepared engineering documents for secondary containment for tanks, develop spill procedures for clean up, good housekeeping measures, fueling transfer protocol and an emergency action plan.

Spring Ridge Road Plans and Specifications, Susanville Indian Rancheria, Susanville, CA. Senior Engineer. Developed construction plans, specifications, and construction cost estimates for the reconstruction and development of new public roadway on tribal lands. Provided construction contract guidance, contractor bidding documents, and coordination with both Tribal construction managers and Contractor during construction.



Waste Discharge Requirements, Private Client. Red Bluff, CA. Senior Engineer. Disposal and monitoring requirements for sewage disposal directly placed onto 40 acre ground surface. Prepared all submittals and coordination for the Client with the Regional Water Quality Control Board, evaluated permit conditions, timing, inspections and future Waste Discharge Requirements for clients use.

Meat Processing Facility, Private Client, Glenn County, CA. Providing Waste Discharge Requirement permitting assistance, site development, and monitoring services for a commercial meat processing facility. Developing updated WDR's through coordination with RWQCB and Client on a routine basis, evaluating wastewater flows and impacts to surface and groundwater, developing plans for facility and process upgrades to address new permitting conditions, and coordinating with Client on stormwater management of the site.

Bio-Gas Processing Facility, Private Client, Butte County, CA. Working with the developer of an existing bio-gas processing facility to come into compliance with stormwater and wastewater regulations through updated Waste Discharge Requirements. Working as Clients representative to the Regional Water Quality Control Board to evaluate new permit conditions, assessing current site development impacts from historic rendering processes, evaluating site capacity for stormwater management, preparing new Industrial Stormwater Permit plan for the facility, and addressing long-term site development needs for the Client.

Site Civil Development, Shasta Charter School. Redding, CA. Senior Engineer. Prepared all civil design, erosion control and stormwater management plans for the repurposing of an existing commercial building into a charter school. Prepared construction cost estimates, utility coordination with multiple utility providers, ADA access needs, storm water drainage, low impact development, construction coordination with the Clients contractor and architect, and post construction inspections.

Erosion Control and Stormwater Construction Inspection, Buggy Lane, Redding, CA. QSD. Developed and implemented erosion control BMPs for grading activities of a four acre site, storm event inspections, BMP installation and remediation with site contractor, and reporting to the Regional Quality Control Board.

Municipal Solid Waste Sites, Engineering, Construction Management, Multiple Sites, CA. Project engineer, permitting coordinator and construction management/CQA for multiple sites in California. Projects included a variety of work including waste cell expansions, potential impacts to both ground and surface water, permitting coordination and special engineering and water resources studies. Brief summaries are provided below:

- **Woodville Landfill Cell Expansion, County of Tulare, CA.** Engineering design services for cell expansion, grading plans, hydrologic analysis and stability analysis; construction specifications, cost estimates, and CQA Manual with industry standards while being in compliance with applicable regulations.
- **Zanker Road Resource Recovery Operations and Landfill, San Jose, CA.** Designed final cover and provided permitting support for the landfill. The Zanker Road Landfill is an innovative site which has a material recovery operation operating on the landfill. Design support included preparation of design drawings, development of grading plans, storm water analysis and quantities calculations. Assisted in preparation of the Final Closure and Post-closure Maintenance Plan report.
- **Coalinga Disposal Site, County of Fresno, CA.** Provided construction final design plans, specifications, cost estimates, and CQA manual, construction CQA and bidding assistance. Prepared reports for compliance with applicable regulations and is the engineer of record for the landfill.

Distinguishing Qualifications

- Wastewater engineering
- Permit compliance
- Water quality laboratory management and data analysis

Years of Experience: 5

With SHN: 1

Education

M.S., Environmental Systems, Environmental Resources Engineering option; Humboldt State University; Arcata, California; 2015

B.S., Environmental Resources Engineering; Humboldt State University; Arcata, California; 2013

Professional Registrations

Engineer-in-Training Certificate (E.I.T.), California Board for Professional Engineers and Land Surveyors; # 147315

Memberships

- Solid Waste Association of North America (SWANA); since 2010
- American Exploration & Mining Association (AEMA); since 201

Chuck Swanson, EIT

Staff Engineer



Relevant Experience

Mr. Swanson is a staff engineer with five years of experience in natural treatment system engineering, construction, research, development, and operation. He has a range of experience designing, testing, and constructing treatment systems for nutrient removal, improving hydraulic efficiency, and increasing operational flexibility. Mr. Swanson regularly collaborates with treatment system operators, municipal staff, research engineers, and design engineers to develop plans for construction, permit compliance, and treatment system operation.

Mr. Swanson brings expertise in water quality data collection and analysis, constructed wetland wastewater treatment and operation, hydraulic modeling, and application of geographic information systems for water quality and bathymetric mapping. His experience includes leading a team of up to six researchers, managing a water quality laboratory, and conducting quality control and analysis on the data collected by the team. Additionally, Mr. Swanson is skilled at developing high quality field surveying and sampling projects.

Representative Projects

Wastewater Preliminary Engineering Report, Town of Fort Jones, CA. Staff Engineer. Evaluated sewer collection and treatment system conditions to develop improvement strategies and prepare preliminary engineering reports. Prepared detailed GIS database and geospatial mapping of sewer collection system for condition assessment and construction prioritization. Conducted alternative design analysis and estimate costs for enhancing an existing wastewater treatment pond system with forced aeration.

Clean Water State Revolving Fund Grant/Loan Application, Loleta Community Services District, CA. Staff engineer for development of a California State Water Boards Clean Water State Revolving Fund grant/loan application. Responsibilities include development of application documents, working with staff to conduct technical, financial, and environmental studies, and coordinating with State Water Board personnel at the Division of Financial Assistance for process review.

City of Eureka Wet Weather Improvement Plan. Staff engineer for development of a wet weather improvement plan for the City of Eureka to address long- and short-term Regional Water Quality Control Board orders. Duties include coordination with design engineers and City staff to compile alternatives for a 13-year plan to reduce infiltration and inflow, upgrade treatment facilities to increase biological treatment, and address changing regulatory requirements to meet the objectives of the California Enclosed Bays and Estuaries Policy.



Richard Sample Engineering

1197 Magnolia Ave Redding, CA 96001 (530) 242-1134 Fax (530) 242-1136 email rse@integrity.com

RICHARD SAMPLE, P.E.

EDUCATION B.S. Electrical Engineering, *California State University, Los Angeles, CA 1976*

REGISTRATION Professional Engineer, Electrical; *States of Alaska, California, Oregon, Washington*

EMPLOYMENT HISTORY

2001 to Present	Richard Sample Engineering, Redding CA; <i>Owner/Engineer</i>
1990 to 2001	Richard Sample Engineering, Bellevue WA; <i>Owner/Engineer</i>
1986 to 1990	Casne Engineering, Inc., Bellevue WA; <i>Municipal Group Supervisor</i>
1982 to 1985	Coffman/VFT Engineers, Bellevue WA; <i>Senior Project Engineer</i>
1978 to 1982	Thompson, Miller & Lyons Engineers, Seattle WA; <i>Project Engineer</i>
1976 to 1978	C.F. Braun Consulting Engineers, Los Angeles CA; <i>Project Engineer</i>
1972 to 1975	Southern California Edison Co., Los Angeles CA; <i>Engineer Trainee</i>

PROFESSIONAL EXPERIENCE

Forty years of experience in electrical consulting engineering, specializing in municipal project design during the last thirty years. Extensive experience in the design of water and wastewater treatment facilities and pump stations, water wells, reservoirs and desalinization facilities. Knowledgeable in the design of utility and standby power systems, power distribution, lighting, HVAC, soft start and variable speed pump control and SCADA System interface. Experienced in designing equipment and systems to meet the requirements of state and national electrical codes and corrosive / hazardous environments. Responsible for all project elements including contract negotiations, preliminary engineering report preparation, final design drawing and specifications, construction cost estimating, bid and construction support, O & M manual preparation and final inspection.

SELECTED PROJECT EXPERIENCE

<u>Municipal Pump Stations</u>	Over 100 new or extensively renovated sewer or water pump stations.
<u>Sewage Treatment Plants</u>	(30) new or extensively renovated facilities.
<u>Water Treatment Plants</u>	(2) seawater desalinization plants, (1) ozone treatment facility, (1) manganese reduction facility.
<u>Standby Power</u>	(60) projects involving a diesel generator ranging from 20 to 1000 KVA
<u>Industrial Facilities</u>	Texaco Anacortes Refinery oil separator system Reynolds Metals Co. storm water filtration system Fort Wainwright boiler plant control renovation
<u>Landfill Facilities</u>	(3) King County, WA landfill leachate or gas handling systems
<u>Electrical Utilities</u>	Tennessee Valley Authority Hartsville nuclear plant Chief Joseph Dam electrical renovation University of Alaska 10,000KW turbine generator
<u>Miscellaneous</u>	2500 seat Seattle Fifth Avenue theater remodel, Boeing Renton wing paint facility, Paccar Headquarters, 132K SF Administration building, (7) North Slope Alaska fire stations, 70 bed hospital, remodeled (6) historic libraries banks, office buildings, (3) corporate computer data centers, Navy supply center, auto ferry terminal, (4) public park lighting projects.

Lake Shastina Community Services District Policies**Approved:**

POLICY TITLE: Purpose of Board Policies
POLICY NUMBER: 1000

Draft

1000.1 It is the intent of the Board of Directors of the Lake Shastina Community Services District (LSCSD) to maintain a Manual of Policies. Contained therein shall be a comprehensive listing of the Board's current policies, being the rules and regulations enacted by the Board from time to time. The Manual of Policies will serve as a resource for Directors, staff and members of the public in determining the manner in which matters of District business are to be conducted.

1000.2 If any policy or portion of a policy contained within the Manual of Policies is in conflict with rules, regulations or legislation having authority over LSCSD, said rules, regulations or legislation shall prevail.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1002

Draft

1002.1 Consideration by the Board of Directors of the LSCSD to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager.

1002.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors of the LSCSD and shall require a 3/5 affirmative vote of the Board of Directors.

1002.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Association Memberships
POLICY NUMBER: 1005 (Previously Board Policy #4080)

Draft

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District and shall look upon such memberships as an opportunity for in-service training. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process and budget amendments.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the full Board.

1005.3 District Manager Memberships. The President may designate the District Manager as the appropriate representative or alternate in connection with memberships in any association. The District Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

1005.4 The Board of Directors shall maintain membership in the California Special Districts Association and shall ensure that annual dues are paid when due.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: **Basis of Authority**

Draft

POLICY NUMBER: **1010 (Previously Board Policy #4070)**

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Board Secretary

Draft

POLICY NUMBER: 1015

1015.1 The position of Secretary of the Board of Directors is required by state law. The Secretary performs duties including recording of minutes and actions of the Board of Directors and certifying all actions and resolutions of the Board.

1015.2 If for any reason the President and Vice-President resign or are absent or disabled, the Secretary shall perform the President's duties until the position of President is filled.

1015.3 If for any reason the President and Vice-President disqualify themselves from participating in an agenda item or become partisan in the debate on any such item, the Secretary shall perform the duties of the presiding officer.

1015.4 Duties of the Secretary or Deputy Secretary

The Secretary of the Governing Board shall have the following duties:

- a) Certify or attest to actions taken by the Board when required;
- b) Sign the minutes of the Board meeting following their approval;
- c) Sign the documents as directed by the Board on behalf of the Authority, and sign all other items which require the signature of the Secretary;
- d) Perform any other duties assigned by the Board;
- e) Perform any other duties required under law.

1015.5 Responsibilities of the Secretary

It is the responsibility of the Secretary to:

- a) Respond to routine correspondence;
- b) Prepare for Board meetings, including preparing the agenda with the advice of the General Manager and providing public notice of Board meetings in accordance with state law;
- c) Attend all Board meetings and ensure minutes of the Board of Directors meetings are recorded. These recordings are for use by the Secretary only for the purpose of preparing minutes for adoption at the next regularly scheduled meeting of the Board. Upon adoption of these minutes the recording media shall be kept in a fireproof vault or in fire-resistant, locked cabinet for a minimum of 60 days;
- d) Ensure accurate Minutes of each Board meeting are prepared and maintained;
- e) Maintain Board records and other documents and reports as required by law;
- f) Disseminate correspondence to Board officers addressed to them; and
- g) Appoint a Deputy Secretary to oversee Board Secretary duties and responsibilities in Secretary's absence.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Board/Staff Communications
POLICY NUMBER: 1020

Draft

Objectives: Effective governance of the District relies on the cooperative efforts of the agency's elected Board, who set policy and priorities, and the District's staff members, who analyze problems and issues, to make appropriate recommendations, and implement and administer Board policies. It is the responsibility of District staff to ensure Board members have access to information and to insure such information is communicated completely and with candor to those making the request. However, Board members should avoid intrusion into those areas that are the responsibility of District staff. Individual Board members must avoid intervening in staff decision-making, the development of staff recommendations, scheduling of work, and executing department priorities without the prior knowledge and approval of the General Manager and Board as a whole. This is necessary to protect District staff from undue influence and pressure from individual Board members and to allow staff to execute priorities given by management and the Board without fear of reprisal.

Role of the Board: As the legislative body for the agency, the Board is responsible for approving the District's budget, setting policy goals and objectives and adopting strategic plans. The primary functions of the District staff members are to execute Board policy and other Board actions and to keep the Board well informed.

Individual members of the Board should not make attempts to pressure or influence staff decisions, recommendations, workloads, schedules, and department priorities, without the prior knowledge and approval of the Board as a whole. If a Board member wishes to influence the actions, decisions, recommendations, workloads, work schedule, and priorities of staff, that member must prevail upon the Board to do so as a matter of Board policy.

Board members also have a responsibility of information flow. It is critical that they make extensive use of staff and agency reports and Board meeting minutes. Board members should come to meetings prepared; having read the agenda packet materials and supporting documents, as well as any additional information or memoranda provided on agency projects or evolving issues. Additional information may be requested from staff, if necessary.

Individual Board members, as well as the Board as a whole, are permitted complete freedom of access to any information requested of staff and shall receive the full cooperation and candor of staff in being provided with any requested information. The General Manager or Legal Counsel will pass critical information to all Board members.

There are limited restrictions when information cannot be provided. Draft documents (e.g. staff reports in progress, etc.) are under review and not available for release until complete and after review by District staff. In addition, there are legal restrictions on the agency's ability to release certain personnel information even to members of the Board. Any concerns Board members may have regarding the release of information or the refusal of staff to release information, should be discussed with Legal Counsel for clarification.

Policies: There shall be mutual respect from both staff and Board members of their respective roles and responsibilities at all times. There is a need for access to staff by Directors and at the same time, unlimited access could result in work priority conflicts for staff.

Purpose: The purpose of the policies listed below is to facilitate Board/staff communications consistent with these principles.

1020.1 All requests for information or questions by the Board to staff outside of a Board or Committee meeting, shall be directed to the General Manager, Legal Counsel, or the Clerk of the Board as appropriate and shall include the desired time and date for receiving the information. Staff will confirm the date they can provide the information. So that all Board members are equally informed, all written informational material requested by any Director shall be submitted by staff to all Board members with the notation indicating which Board member requested the information. If a Board member requests information from any other member of the staff, staff may either direct the matter to the General Manager or may ask the Board member to contact the General Manager directly.

1020.2 Individual Directors cannot directly assign work to staff members. Board initiated projects will follow organizational channels, through the General Manager, unless there is an emergency. As no formal procedure will answer all cases, the following should be considered as a guide and used with restraint and judgment:

- a) Directors should clear all short-term requests of Staff with the General Manager prior to contacting individual members of the staff and, in most cases, the General Manager should direct and handle the request for the Director.
- b) For long-term, involved studies or where the matter includes confidential material, the General Manager should be contacted and the subject matter discussed with the full Board at a Board meeting prior to staff working on the assignments.
- c) In the event that staff is a participant or representative of a Committee or Work Group of the Board, the Board may contact the staff member directly to request or provide information or confer regarding matters of the Committee or Work Group.

1020.3 At Board meetings and other public meetings, respectful communication is expected. Staff is encouraged to give their professional recommendations, and the Board should recognize that staff may make recommendations that could be viewed as unpopular with the public and with individual Board members. Board members may request clarification and ask questions of staff at public meetings, and Directors are encouraged to participate in healthy discussions amongst each other regarding items under discussion on the Agenda. However, Directors should refrain from debate with staff at Board meetings about staff recommendations or other items being discussed. Staff must recognize that the Board, as the decision maker, is free to reject or modify a staff recommendation and that the Board's wishes will be implemented by staff even if it was contrary to a staff recommendation.

1020.4 Directors shall not attempt to coerce or influence staff, including in the making of recommendations, the awarding of contracts, the selection of consultants, the processing of any projects or applications, or the granting of permits. Directors shall not attempt to change or interfere with the operating policies and practices of any district department through interaction with staff. Individual Directors may discuss these items with the General Manager to get clarification or raise concerns.

1020.5 Board members should not make public comments critical of the performance of a District staff member. Any concerns by a Director over the behavior or work of a district employee during a Board meeting should be directed to the General Manager privately to ensure the concern is resolved. All complaints about employees from Directors should be submitted privately to the General Manager or, if a complaint concerns the General Manager, to Legal Counsel.

1020.6 Staff will respect the right of Directors to refuse to provide information or answers to staff and recognize that Directors may be bound by other rules of law or procedure that do not permit the Director to speak about the subject matter presented. If a Director violates any of the policies regarding communications as stated in this policy, any member of staff has the right to request that the Director speak directly with the General Manager about the subject matter presented without any fear of reprisal.

Lake Shastina Community Services District Policies

Approved: 7/16/2014

POLICY TITLE: Conflict of Interest

Revised:

POLICY NUMBER: 1035 (Previously Policy #2020)

1035.1 The Political Reform Act, Government Code § 81000, et seq., requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission ("FPPC") has adopted a regulation (Title 2 Cal. Admin. Code Section § 18730), which contains the terms of a standard conflict of interest code. The Political Reform Act can be incorporated by reference and may be amended by the Fair Political Practices Commission after public notice and hearings to conform to amendments in the Political Reform Act pursuant to the Administrative Procedure Act, Government Code Sections § 11370, et. seq. The Board approved and adopted the FPPC's standard conflict of interest on 7/16/2014.

1035.2 Therefore, the terms of Title 2 Cal. Admin. Code Section § 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Exhibit A in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict of interest code of the Lake Shastina Community Services District.

1035.3 Designated employees shall file statements of economic interests (Form 700) with the Clerk of the County of Siskiyou. Per Government Code § 81008, every form filed pursuant to this title is a public record open for public inspection and reproduction.

Lake Shastina Community Services District Policies
POLICY TITLE: Conflict of Interest Exhibit A
POLICY NUMBER: 1035

Approved: 7/16/2014
Revised: 6/20/2017

WORKSHEET

List ALL positions and the names of the people currently holding the positions, to be included in Exhibit A. Attach additional sheets if necessary.

POSITION	NAME
Governing Board Members	Five Board Members
General Manager	One General Manager
Attorney	One Attorney
Police Chief	One Chief of Police
Fire Chief	One Chief of Fire
Public Works Supervisor	One Public Works Supervisor

Signature of Chief Executive Officer: _____ Date: _____
General Manager

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Correspondence to the Board
POLICY NUMBER: 1040

Draft

1040.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.

POLICY TITLE: Overview of the General Manager's Role
POLICY NUMBER: 1050

Draft

1050.1 The General Manager is an employee of the District and has an employment agreement which specifies his or her terms of employment. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates and evaluates all District operations, programs, and resources in accordance with short and long range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

Lake Shastina Community Services District Policies

Approved:

POLICY TITLE: Legal Counsel and Auditor

Draft

POLICY NUMBER: 1045

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for formulation and implementation legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel is required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel shall present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

- a) The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs in accordance with state law and the Finance Committee Charter for Audit Compliance. The Senior Accounting Clerk/General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

POLICY TITLE: Public Records Act Document Request

Revised:

POLICY NUMBER: 1055 (Previously Policy #2050)

1055.1 Per Government Code § 6250-6270, members of the public will be granted access to public records if the records are subject to disclosure. Individuals requesting copies of public documents may submit a Public Records Act Copy Request Form or other form of written request and shall be charged a reasonable fee based upon the cost to produce the copy to defray expenses associated with the copying process, per the District's current Board-approved schedule of fees. The District shall respond to the request within 10 days of receipt. Requests for records may be extended by written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be dispatched. No notice shall specify a date that would be greater than 14 days. See Government Code § 6253 (c).

1055.2 Customer records of the District, per government code, are protected by privacy laws and are not considered public records. The District is under no obligation to create new documents to respond to a records request, fill out checklists, answer questions, or put a record into a different format, such as converting information into an electronic format. Government Code § 6254 addresses exemption of particular records.

1055.3 Copies of agendas and supporting documents (except for privileged documents) distributed to a majority of the Board of Directors at open Board meetings shall be made available to the public. A limited quantity of agendas based on normal audience attendance shall be copied in advance of each meeting and made available to the public in attendance at no charge. Individuals requesting copies of agendas prior to the Board meeting will be charged per sheet according to the schedule of fees. The copy charge may be levied at Board meetings for copies of documents if more are needed and/or requested in addition to those normally prepared for the public at Board meetings. Copies of the agenda shall also be available on the District's web site.

VERBAL

Appoint District Labor Negotiator(s) regarding MOU with General Teamsters Professional, Health Care and Public Employees Local 137 (Pres. Cupp)

VERBAL

Appoint Acting General Manager as the Board's Secretary and District's Treasurer
(Pres. Cupp)

VERBAL

Direction to staff regarding RFP for Legal Services (Pres. Cupp)